DOCUMENT RESUME

ED 214 004 CE 031 946

TITLE	Arranging. CAP Job Function.
INSTITUTION	Ohio State Univ., Columbus. National Center for Research in Vocational Education.
SPONS AGENCY	Employment and Training Administration (DOL), Washington, D.C. Office of Youth Programs.
PUB DATE	81
CONTRACT	DOL-99-0-2297-33-52
NOTE	95p.; For related documents see CE 031 933-972.
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Architects; *Career Awareness; Career Choice; Career Counseling; Career Development; Career Education; Career Exploration; Career Guidance; *Cosmetology; *Floriculture; Individualized Instruction; *Interior Design; Learning Activities; Learning Modules; *Occupational Information; Postsecondary Education; Programed Instructional Materials; Secondary Education; Self Evaluation (Individuals); Values Clarification
IDENTIFIERS	*Career Alert Planning Program

ABSTRACT

This Job Function Booklet (Arranging) is one of the 14 components (see note) of the Career Alert Planning (CAP) program, a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the working conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. This Job Function Booklet examines arranging occupations, one of the 10 basic job functions explored in the series, and describes four occupations related to this function: interior designer, hair stylist, architect, and florist. The booklet contains the following sections: (1) an "explore" section, which describes the arranging job function and introduces the four occupations representative of it; (2) four "perform" sections, which contain work simulation activities related to each of the four occupations (e.g., "imagine you are an architect; your task is to design a floor plan for a new house"); these activities give participants "hands-on" experience in performing work-related tasks; and (3) four "decide" sections, which provide greater detail about the occupations and about working conditions, income, and education and experience required. Education and experience activities that can be undertaken by participants are suggested. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED214004

CAP

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Linda Pfister

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Arranging

VE031946

Job Function

THE NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
THE OHIO STATE UNIVERSITY
1960 KENNY ROAD · COLUMBUS OHIO 43210

THE NATIONAL CENTER MISSION STATEMENT

The National Center for Research in Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The National Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Providing information for national planning and policy
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

For further information contact:

Program Information Office
National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Telephone: (614) 486-3655 or (800) 848-4815
Cable: CTVOCEDOSU/Columbus, Ohio

© 1981 by The National Center for Research in Vocational Education of The Ohio State University. Reproduction by the U.S. Government in whole or in part is permitted for any purpose.

TABLE OF CONTENTS

Page

EXPLORE 1

Interior Designer

PERFORM 5 9

DECIDE 5 17

Hair Stylist

PERFORM 6 27

DECIDE 6 35

Architect

PERFORM 7 49

DECIDE 7 57

Florist

PERFORM 8 69

DECIDE 8 83

What is arranging?

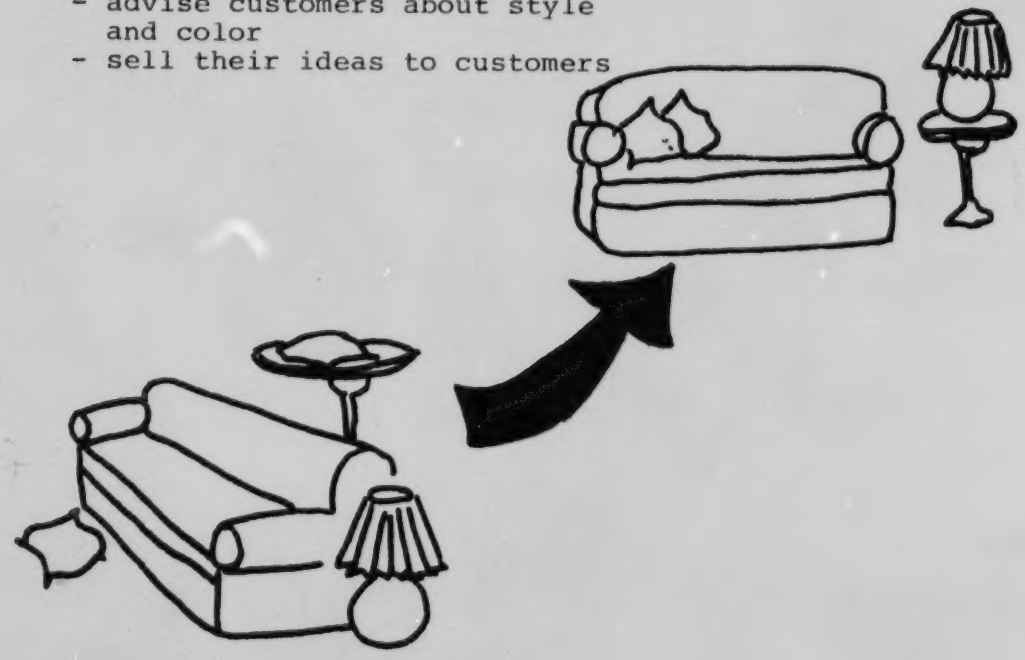
EXPLORE

Arranging is planning how something will look. You can arrange many different things. You can arrange your hair in a new style.

You can change the positions of the furniture in your room. You can plan what combination of clothes to wear. Many things you do require arranging.

People who arrange must be able to think of new ideas. They must be able to picture these ideas in their minds. People who arrange . . .

- design plans of how something might look
- prepare drawings showing scale and dimension
- choose colors that look nice together
- advise customers about style and color
- sell their ideas to customers



People who work in arranging must talk frequently with their customers. They must listen carefully to learn what the customers need and want from them. Arrangers must be able to think of ideas people will like. And, they must be able to talk about and explain those ideas. The following work maturity skills are necessary for people who work in arranging. They must . . .

- be confident in themselves
- communicate ideas and information
- listen to others
- get along with others
- work without supervision

Interests

People who arrange share many common interests. They enjoy . . .

- working with other people
- looking at things that are attractive and pleasing to the eye
- finding new ways to do things
- drawing pictures of their ideas
- changing things to make them look better
- combining colors and styles to create an effect

Abilities

Arrangers have a number of abilities in common. They use their abilities to develop skills--skills that enable them to do a good job. To develop their job skills, arrangers must have the ability to . . .

- remember small details
- imagine how the final product will look
- deal with customers with tact and courtesy
- hurry to finish a project without getting upset
- adjust their plans to suit the customer's wishes
- make decisions based on their own judgments

Do you feel you have some of the interests and abilities of a person who arranges? Turn to the Arranging Reaction Form in your Program Guide. Place a check in front of the interests and abilities you share with people who arrange.

Now read the next pages of this booklet, which introduce people who work in four different arranging jobs. Imagine yourself in these jobs because . . .

Perhaps you would like a career in arranging.

Kay Carlin
interior designer

I do many different things in my job. Each day is a little different. Some days I help people who come into my store. I show them furniture, lamps, carpets, and other decorations for their homes.

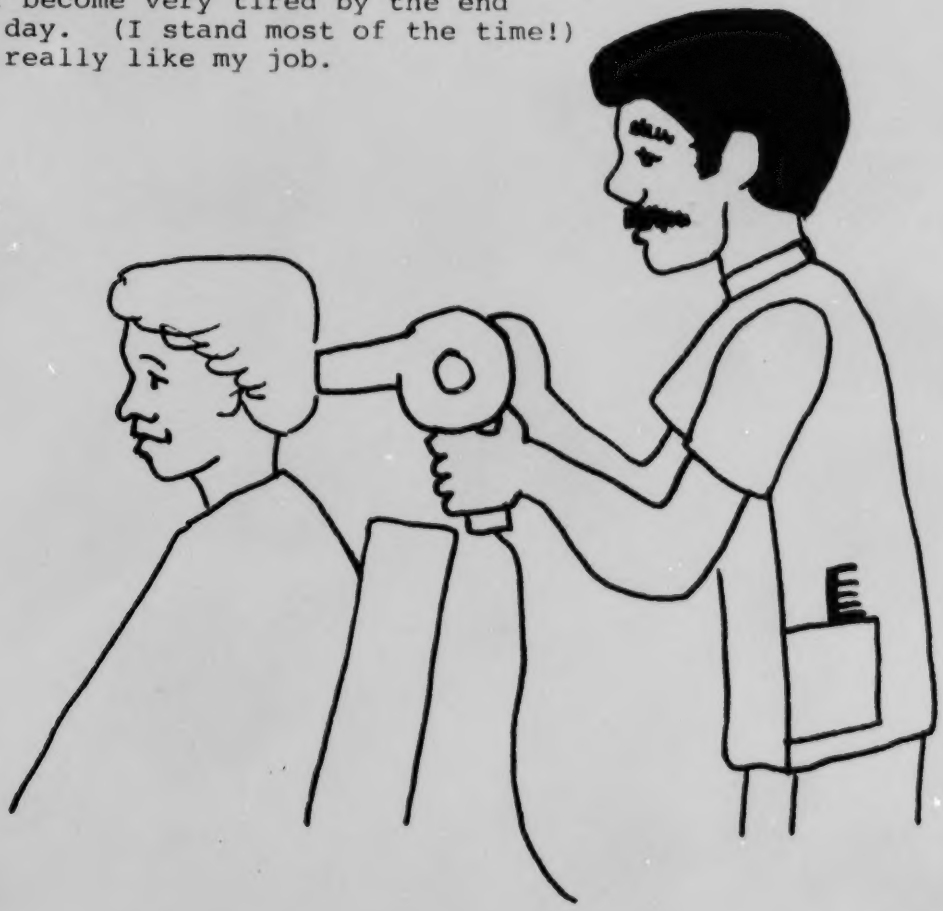
Other days I visit people in their homes. I help them plan new ways to arrange rooms to make the rooms look pretty.

I enjoy making homes beautiful and comfortable for people.

Ken Griffin
hair stylist

My job is to cut and arrange people's hair. I like helping people to look their best! I suggest new hair styles to my customers. I try to think of styles that will look nice on them and will be easy for them to care for. To do this, I must think about each person's face shape and hair type. I must also try to understand how the person wants to look.

My job is not always easy. Sometimes I get a customer who is hard to please! Also, I become very tired by the end of the day. (I stand most of the time!) But, I really like my job.



Cynthia Sakama
architect

I draw plans for all kinds of new buildings. It takes a long time to plan a building. The building must be safe and look good. The builder must be happy with the plans I draw. I often try many ideas before the builder and I agree on a plan.

I really like solving all the problems of arranging a building plan. I like to please people by making the building safe, useful, and nice to look at.

Frank Hilmer
florist

My job is to sell flowers and plants. I grow some of the plants and flowers in pots. The pots are in a hothouse (a building made of glass windows). The glass windows let the sun shine on the plants all day and help them grow. Some flowers and plants are grown in other parts of the country and shipped to my shop.

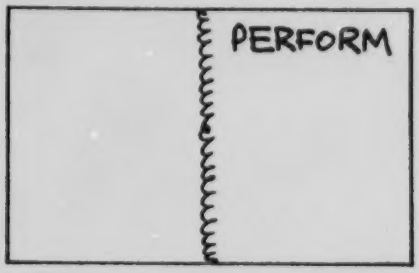
I like to put many flowers together so they look nice. Sometimes I arrange white and red roses in a large bowl of water. People buy these floral (flower) arrangements to put in their homes. The flowers I work with look pretty and smell very nice.

Would you like to try out some jobs that these workers do?

yes ▶ Choose one of these occupations:

Occupation 5--Interior Designer
Occupation 6--Hair Stylist
Occupation 7--Architect
Occupation 8--Florist

Then, turn to the proper PERFORM section of this Job Function booklet.



no ▶ Check your Self-Inventory Chart. Choose your next highest-ranking job function. Get that Job Function booklet and read the EXPLORE section.

Interior Designer

PERFORM 5

Interior designers decorate the insides of homes, offices, stores, and other buildings. They offer their customers advice on how to arrange rooms in the most attractive way. Interior designers have many responsibilities.

Responsibilities

1. Plan the arrangement of rooms.
2. Draw plans of interior spaces.
3. Work with customers to select furniture, carpeting, drapes, and other decorations.
4. Order furniture and so forth.
5. Maintain records of where to purchase different types of furniture.

You will learn more about this occupation as you perform one activity an interior designer does to draw plans of interior spaces.

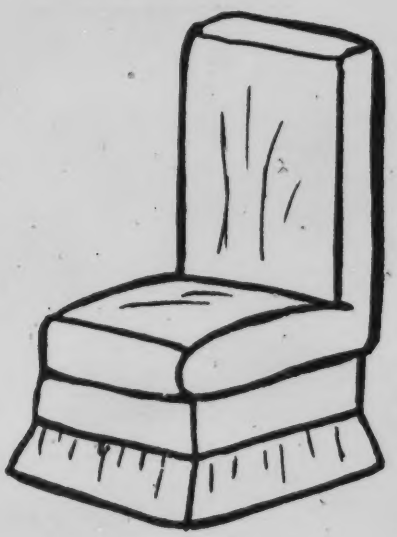
Imagine . . . YOU are an interior designer.

You work in a large furniture store.
A new customer has come to you for
some help. She wants to make her
living room look nice. But, she does
not want to buy new furniture.

You listen to her describe the room.
Then you suggest that your customer
change the arrangement of the furniture.
You tell her that the furniture could
be arranged in several other ways.
These arrangements would make the room
look much nicer and more comfortable.

You decide to show your customer two ways to rearrange her furniture. You will draw a floor plan for each arrangement. Your customer will be able to use the plan she likes best.

Your task is to make two floor plans.



This is what you must do:

Lay out Plan 1

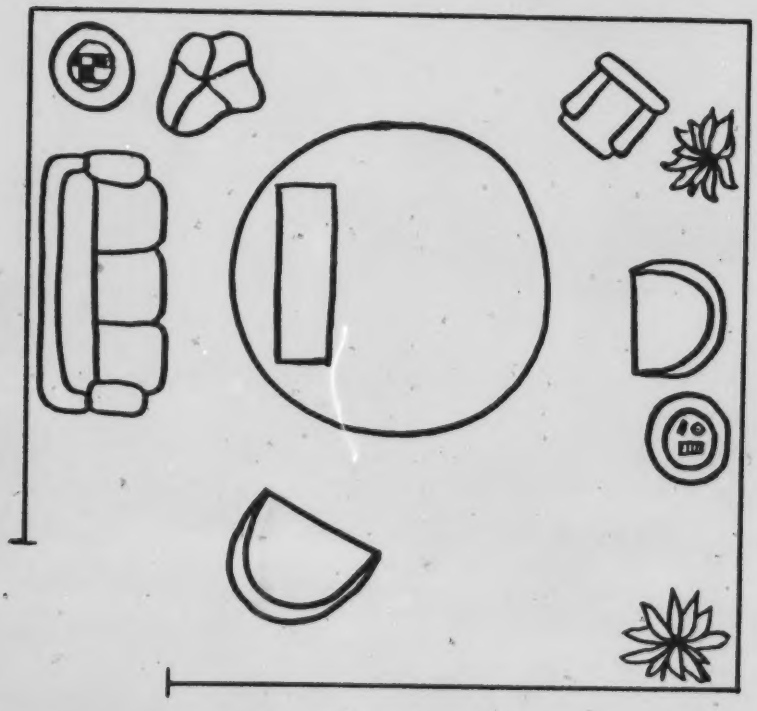
STEP 1.

Look at how your customer's room is now arranged. (See plan below.)

STEP 2.

Get ready to create your own plan.

a. Get scissors and paste or glue.
b. Turn to Worksheet 5, Interior Designer.
c. Cut out the Furniture Shapes "A".
d. Then, turn to Floor Plan A.



STEP 3.

Look at the furniture and the shape of the room. Think of different ways to arrange the furniture so that . . .

- --people can sit and talk to each other
- --the room is nice to look at

STEP 4.

Place the furniture shapes on Floor Plan A in the way that you like best.

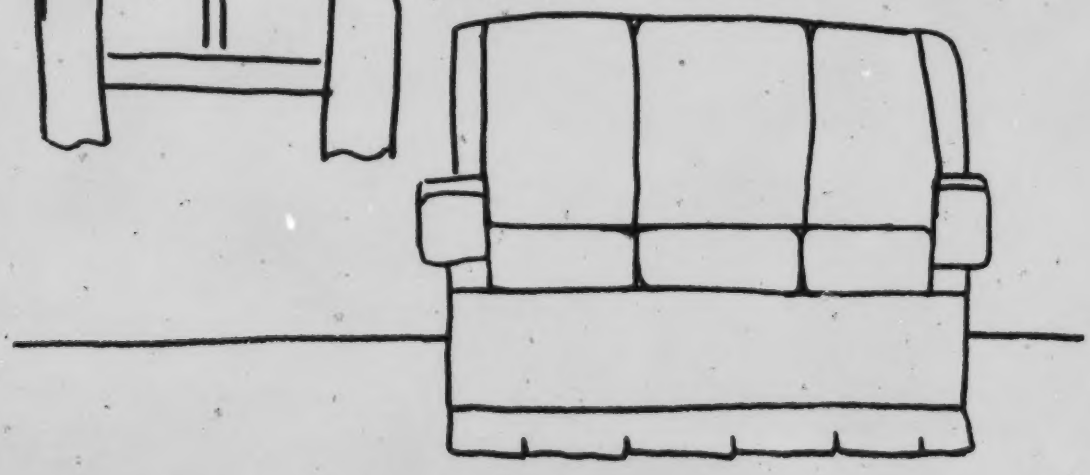
Lay out Plan 2

STEP 1.

Cut out the Furniture Shapes "B".

STEP 2.

Place the shapes on Floor Plan B. Try for a different arrangement for this second floor plan.



Prepare final plans for customer

STEP 1.

Look at the two arrangements. If you see a way to make them better--do it!

STEP 2.

Now glue or tape the furniture shapes in place. Your plans are ready to show to your customer.

STEP 3.

Ask another participant to pretend to be your customer. Show him or her the two plans. Ask which one he or she likes best.

Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Find the Interior Designer page. Record your feelings about your interests and abilities in this activity. Return to this page.

Did you enjoy being an interior designer? Yes? Then here are

Some other activities:

1. Color in the furniture shapes of the floor plans in the activity. Choose colors that will look nice together.

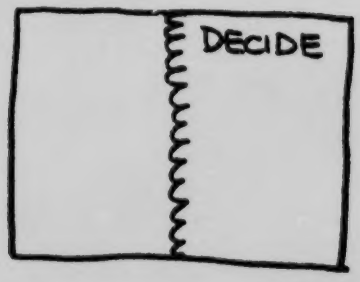
2. Visit a store or shop that has a decorating service. Talk with interior designers. Watch while they help customers.

3. Look in magazines for pictures of rooms that have been decorated. Start a scrapbook of ideas for arranging rooms.

4. Make a floor plan for your own room. Think of a new arrangement for your furniture. If you are able to, try out this new way!

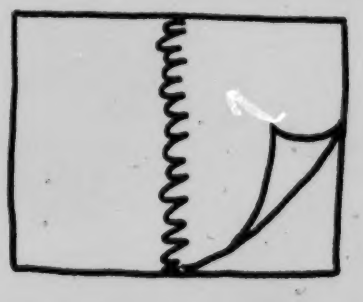
Would you like to find out more about this occupation?

yes ▶ Read DECIDE 5--Interior Designer.



no ▶ Turn to another Arranging occupation:

Occupation 6--Hair Stylist
Occupation 7--Architect
Occupation 8--Florist



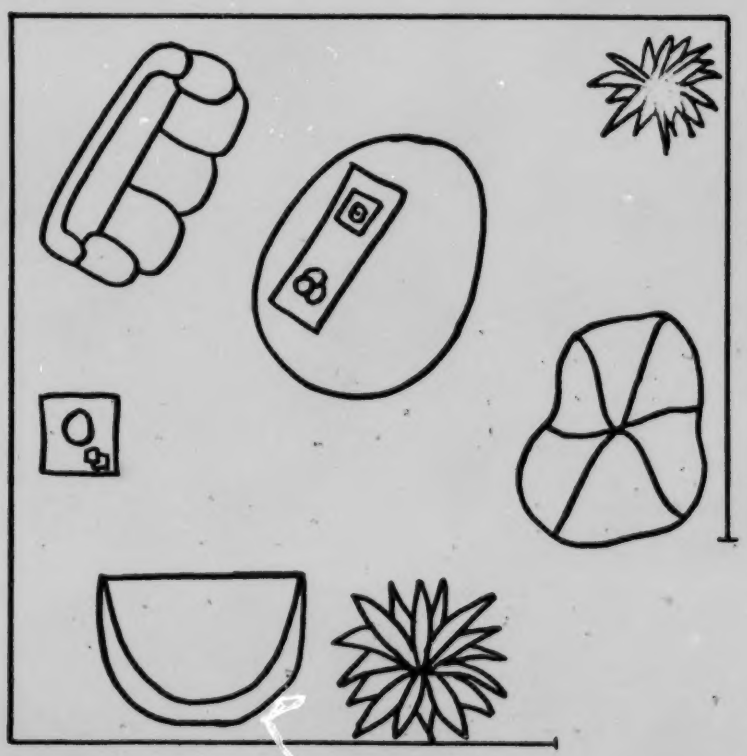
or ▶ Look at the Self-Inventory Chart in your CAP Program Guide. Select another job function to investigate.

Interior Designer

DECIDE 5

You just finished one of the tasks of an interior designer. You rearranged a customer's furniture in two different ways.

There are many other things to know about an interior designer's job. In the following pages, you will learn more facts that will help you DECIDE if you would like a career as an interior designer.

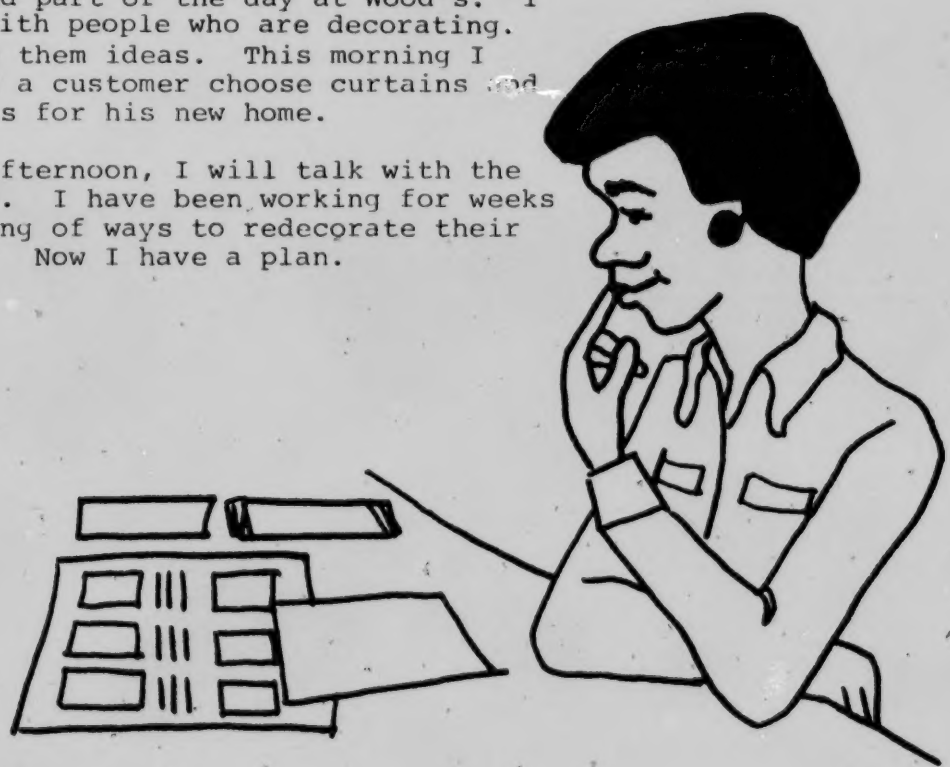


Talking with Kay Carlin, interior designer at E.V. Wood's department store . . .

There are two main parts to my job:
- -Advising people about ways to decorate their homes
- -Selling my decorating ideas to people.

I spend part of the day at Wood's. I talk with people who are decorating. I give them ideas. This morning I helped a customer choose curtains and carpets for his new home.

This afternoon, I will talk with the Browns. I have been working for weeks thinking of ways to redecorate their house. Now I have a plan.



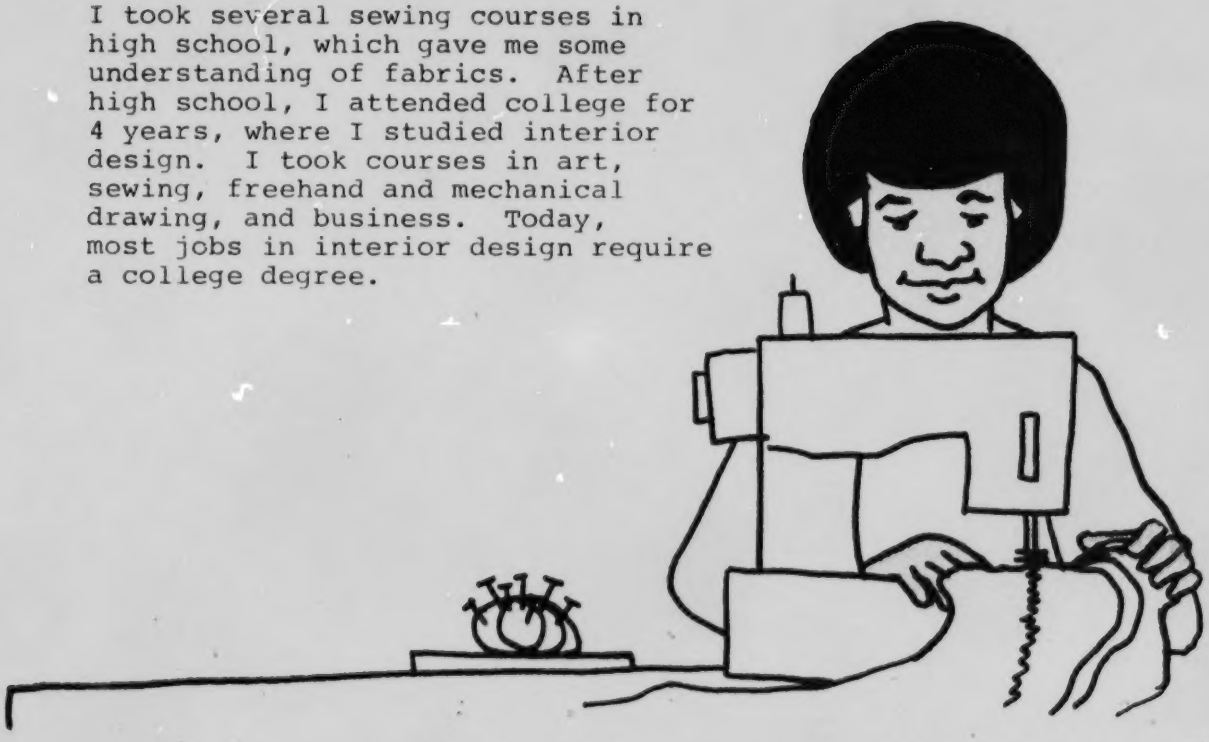
I'll show the Browns drawings of the finished rooms. I will also show them pictures of furniture. I'll bring curtain, paint, and carpet samples, too. Last, I'll tell them how much money everything will cost.

If the Browns want to use my plan, I will get the furniture and other items for them from Wood's. Other workers will help me make the Brown's home look like my plan.

Sometimes people do not like the plans I draw. When that happens I must ask more questions so I will know how to change the plans. Once I know the way they live and what they enjoy, I can usually think of plans the customers will like.

How did you prepare for your job?

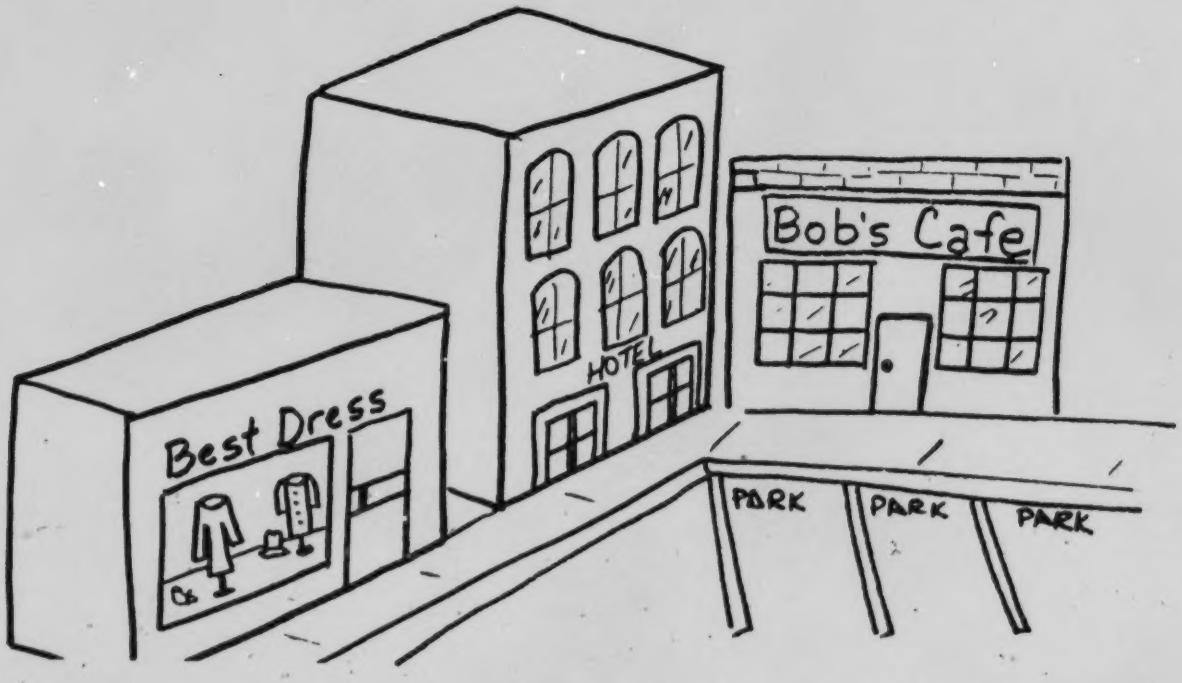
I took several sewing courses in high school, which gave me some understanding of fabrics. After high school, I attended college for 4 years, where I studied interior design. I took courses in art, sewing, freehand and mechanical drawing, and business. Today, most jobs in interior design require a college degree.



I joined E. V. Wood's department store right after I graduated from college. I have been working for 4½ years. I am called a junior designer. Soon I will be eligible for promotion. Someday I hope to become the head of a designing business of my own. But, to do that I will need a lot more experience . . . and a lot more training in business management and sales techniques!

Do all interior designers do the same things that you do?

Yes, but they have different assignments. For example, some designers plan movie and television sets. Others design interiors for hotels, restaurants, theaters, offices, homes, and other buildings.



Many designers work in stores. Some work for other designers who own their own businesses.

All designers are involved in planning. They plan new interiors and they plan how to change existing interiors. An interior designer needs a lot of imagination!

What do you like most about your job?

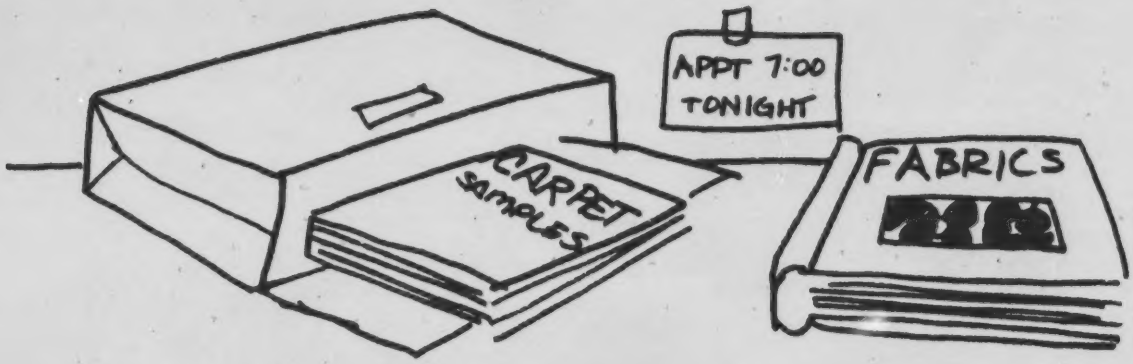
I think a person's home is a very special place. I enjoy helping people plan beautiful homes. It feels good to know people like my plans.

I really enjoy looking at different colors, fabrics, and furniture. Finding the best way to fit all the parts together is not easy, but I love it.

What do you like least?

People can be hard to please--
sometimes they don't like any of my
ideas. If I have to make many different
plans for a room, I get very tired.

A big part of my day is spent driving.
I drive to people's homes, other shops,
and to Wood's. I sometimes feel like
most of my time is spent in the car.
It is frustrating to spend so much time
driving. I have a lot of work to get
done in a short period of time.



What hours do you work?

I work about 40 hours a week, but my hours change. Sometimes I see people in their homes on weekends or at night. I plan my day to fit people's needs.

How much money do you earn?

After working one year, I earn $160 a week. Beginners make about $135 per week. Many experienced designers earn from $1,000 to $4,000 a month!

What is the employment outlook?

One can expect to find a lot of competition for jobs in interior design. Individuals with talent, training, and business ability will have the best chances for employment.

Opportunities depend upon the economy. When people have jobs and a rise in income, they are more apt to spend money on home and office furnishings. However, in an economic downturn--tight money, fewer jobs--people can't afford design services.

TALENT
+
TRAINING
+
BUSINESS
ABILITY

GOOD
JOBS
+
$

Do you want to learn more about this job?

You can get more education:

- Take the following courses in high school.

  Art:
  An interior designer needs skills in art.

  Business:
  An interior designer needs to know how businesses work.

  Home Economics (Sewing):
  Knowing how to use fabrics is important to an interior designer.

  Woodshop:
  Knowing how furniture is made is helpful to an interior designer.

- Attend a professional school of interior design or a college that offers courses in interior design.

- Learn about other jobs related to interior designer. Some of these jobs include. . .

  -industrial designer
  -display manager
  -set decorator
  -window dresser

- Write for more information:

  Robert V. Doyle, Your Career in Interior Design. Julian Messner Publishers, 1970.

You can get some experience:

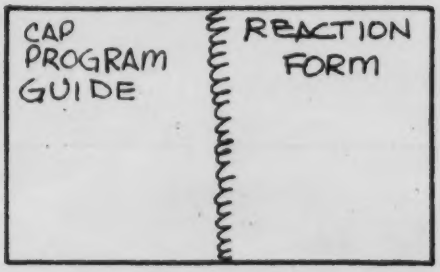
- Visit an interior design studio (business) in your community. Ask to see what an interior designer does.

- Talk to an interior designer in a big department store.

- Apply for a job in a shop or store that offers a designing service.

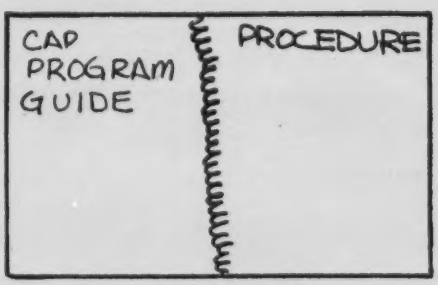
Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Answer the questions on the back of the Interior Designer sheet.



What Next?

How many occupations have you investigated so far? Turn to the Procedure section of your Program Guide. Find the directions that apply to you.



Enjoy the Career Alert Planning program!

Hair Stylist

PERFORM 6

Hair stylists try to find the best style for each person. They discuss their ideas with their customers.

They look at the shape of each customer's face. They look at the customer's hair to see how fine or coarse it is and what color it is. Then they may cut, color, or curl the hair in a way that suits the customer.

Styling is one activity a hair stylist does. Do you think you could style hair?

Imagine . . . YOU are a hair stylist.

You have entered a hair styling contest. If you win the contest, more customers might come to your shop. So, you must think of a great new style. Create a style that will look good on you.

Your task is to design a hair style.

This is what you must do:

Identify your physical features

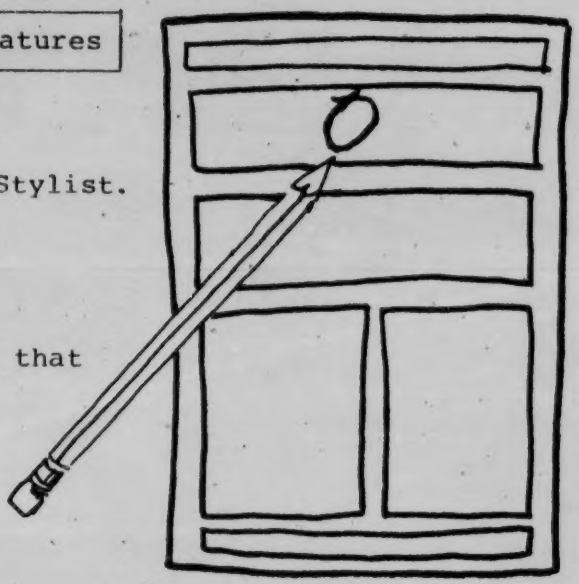
STEP 1.

Turn to Worksheet 6, Hair Stylist.

STEP 2.

Circle the picture or word that describes your . . .

a. face shape
b. hair texture
c. hairline type
d. neckline type



Hints...

1.
2.
3.
4.
5.
6.
7.
8.

Describe the styling hints that are good for your features

STEP 1.

Look at the chart of Styling Hints on the worksheet. Read the hints under the items you circled.

STEP 2.

List on a sheet of paper the hints you will use when styling your hair. Discuss the list with your instructor.

Create a new hairstyle for yourself

STEP 1.

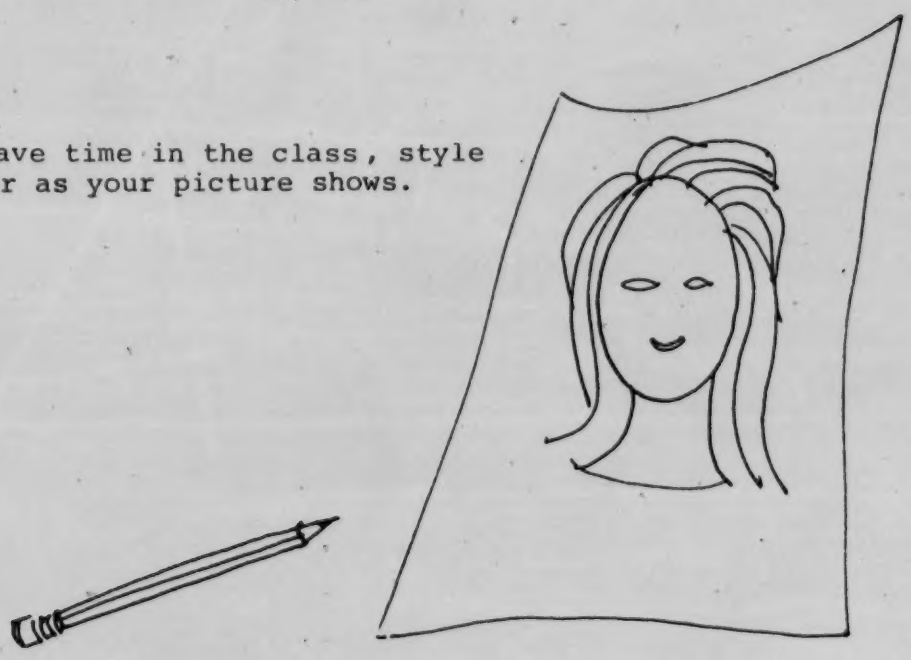
Think about the Styling Hints. Do not plan a style that needs a haircut!

STEP 2.

Draw a picture of the style you imagine.

STEP 3.

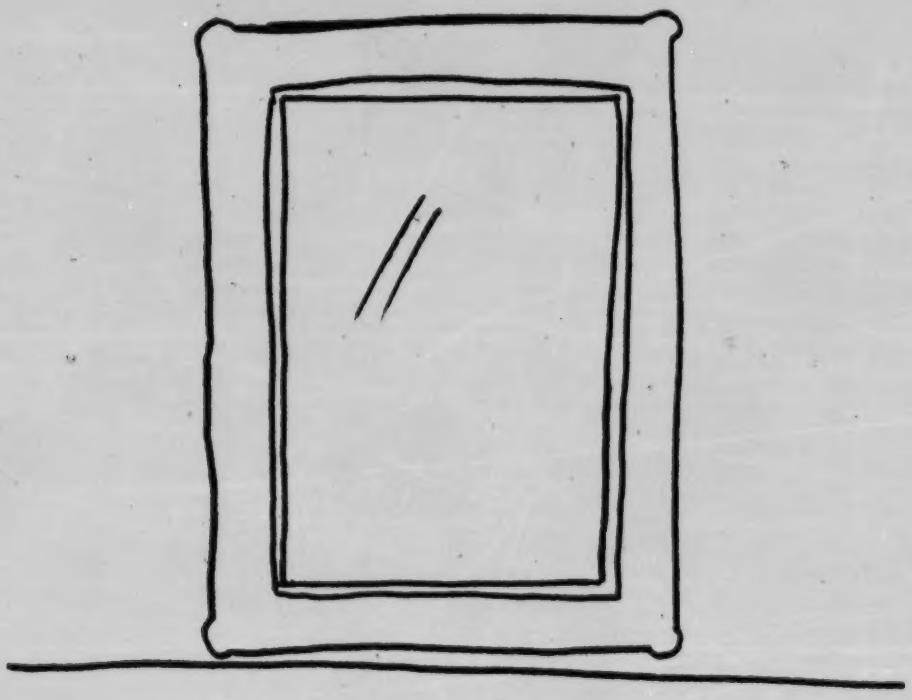
If you have time in the class, style your hair as your picture shows.



If you don't have the time to do your style in class, do it at home instead. In that case, wash your hair before styling. Every hair style looks nicest with shiny clean hair.

STEP 4.

When you finish, look carefully at the hairstyle. Does the style look attractive on you? What could you change to make it better?



Now . . .

Turn to your Arranging Reaction Form in your Program Guide. Find the Hair Stylist page. Record your feelings about your interests and abilities in this activity. Then, read the next page.

Did you like being a hair stylist?
Yes? Then here are

Some other activities:

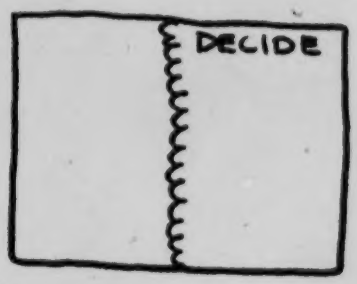
1. Think about a friend's hair and face shape. What other hairstyle would look nice on your friend?

2. Cut out pictures of hairstyles from magazines. Start a collection of design ideas.

3. Visit a local hair styling shop. Talk with a hair stylist. Watch while the stylist works with the customers.

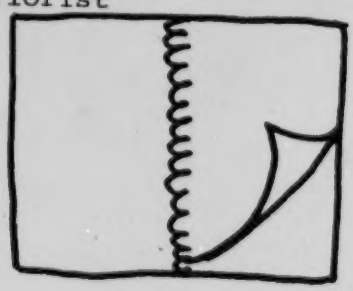
Would you like to find out more about this occupation?

yes ▶ Read DECIDE 6--Hair Stylist.



no ▶ Turn to another Arranging occupation:

Occupation 5--Interior Designer
Occupation 7--Architect
Occupation 8--Florist



or ▶ Look at the Self-Inventory Chart in your CAP Program Guide. Select another job function to investigate.

Hair Stylist

DECIDE 6

You just finished one of the tasks a hair stylist does. You thought of a new hairstyle. You drew a sketch of it. Then you arranged your hair in that style.

Like all hair stylists, you had to use your ideas. You used some art skills to do your job well.

There is much more to learn about the job of hair stylist. You can find out more and get some answers to questions about a career as a hair stylist by . . .

Talking with Ken Griffin, owner and hair stylist at Super Style Hair Salon . . .

I became a hair stylist because I like to help people to look their best. I worked in another shop for two years before I bought Super Style. Now, three other hair stylists work for me!

We hair stylists do many different things at work. All of our work is related to caring for hair. Our responsibilities reflect this fact.

Responsibilities

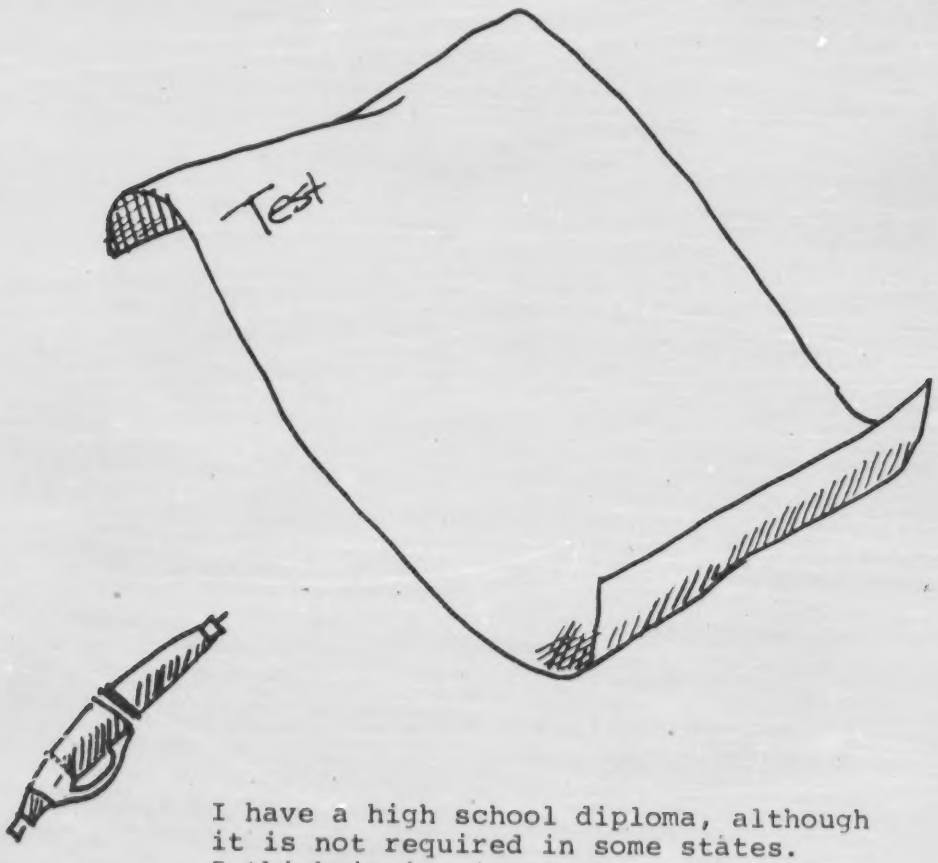
1. We shampoo hair so it is clean when we work with it.
2. We design hairstyles to please people. These hairstyles have to fit each person's face shape and type of hair.
3. We cut hair with scissors or a razor. It depends on the style.
4. We curl hair.
5. We use lotions that straighten hair.
6. We change the color of hair.
7. We condition hair that is not healthy with creams and lotions.
8. When there are no people in the shop, we clean it. We clean brushes, combs, and other tools. We prepare for people to come to the shop.

How did you prepare for your job?

I went to an area vocational school. Many vocational schools offer programs in hair styling. But, there are private schools that teach hair styling, too.

I attended school for one year. During that time I learned about the different types of hair. I also learned the best ways to shampoo, cut, curl, and style hair. Experienced stylists showed me how to do these tasks. Then they watched me while I worked.

After I finished school, I had to take a test in order to become licensed. And, I had to pass it! I had to prove that I know how to work safely with people's hair and skin. All states require hair stylists to be licensed. Also, most states require that a person have some work experience in a school. Then, they allow that person to take the test. After passing the test, I was able to get a job as a hair stylist.



I have a high school diploma, although it is not required in some states. I think it is wise to have one! Many beauty schools now require their students to have a high school diploma. So do many shops that hire hair stylists.

What do you like most about your job?

When my customers like my work and look nice in the hairstyles I design, it makes me feel great! I take great pride in my work. Customers who are happy tell other people about my shop.

What do you like least?

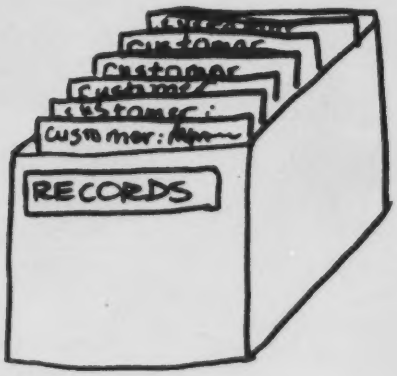
Well, I do get tired from standing all day. Another bad part of my job is using the lotions for permanent waves. They smell awful and can ruin my uniforms.

My job can be upsetting, too. It is very hard to know just how long I will work on a hair style. If one hair style takes a longer time, I am late for my next customer. Sometimes the customer gets angry at me . . . I try to be very polite and explain the problem. That <u>usually</u> calms the customer down.

Do all hair stylists do the same things that you do?

Yes, but some hair stylists provide extra services. They give nail, scalp, and facial treatments. They clean and style wigs and hairpieces.

Hair stylists, like myself, who manage salons have additional responsibilities. They hire and supervise workers, keep records, and order supplies.



Not all hair stylists work in small shops or salons. Some work in department stores. A few work in salons on ships. I even know a hair stylist who has worked with makeup crews for television, movies, and the theater.

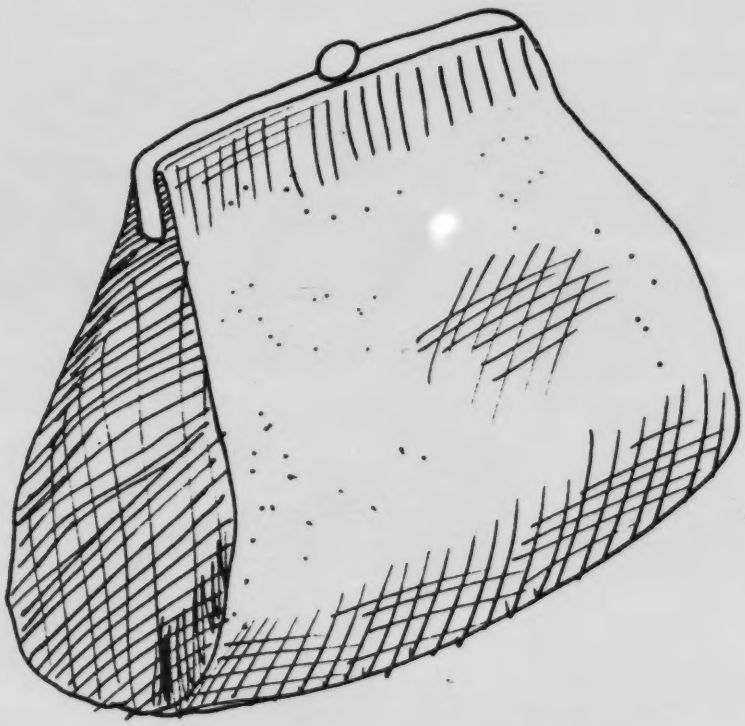
What hours do you work?

My shop is open Tuesday through Saturday from 9:00 to 5:00. We also open the shop two evenings a week for people who work during the day. I work at least 40 hours a week. I work more when we are very busy. I always work on Saturday and at least one night a week.

I work even when I don't have any customers. I read most of the magazines about hair styling. I go to many workshops for stylists. I must know about all the new styles and products for hair.

How much money do you earn?

Many hair stylists earn commissions--a part of the money their customers pay the shop. Hair stylists also earn tips from people who are pleased with their work. More customers mean more money.



In addition to commissions, most new hair stylists earn about $110-$140 per week. More experienced stylists can make up to $400 a week. Some hair stylists--after 10 years of experience--earn over $500 a week. That's a lot for a hair stylist to earn!

What is the employment outlook?

There will be employment opportunities, but the competition will be great. It is expected that there will be more applicants than there are jobs. Those interested in part-time work will find the greatest number of openings.

Some salons will hire new workers as business grows. However, most full-time positions will arise as salons hire hair stylists to replace those who have left their jobs to work elsewhere.

Do you want to learn more about this job?

You can get more education:

- Take the following courses in high school.

  Art:
  A basic background in art can help you think of new hair styles.

  Chemistry:
  This course will help you understand hair coloring and permanent waving.

  Business:
  Business courses will help you if you hope to own or manage your own shop someday.

- Explore other jobs related to hair stylist. Some of these jobs include. . .

  -wig dresser
  -manicurist
  -motion picture makeup supervisor
  -barber
  -hair washing attendant

- Write for more information:

  Cosmetology as a Career
  Park Publishing House
  516 Viewridge Drive
  Angwin, California 94508

  National Hairdressers and Cosmetology Association
  175 Fifth Avenue
  New York, New York 10010

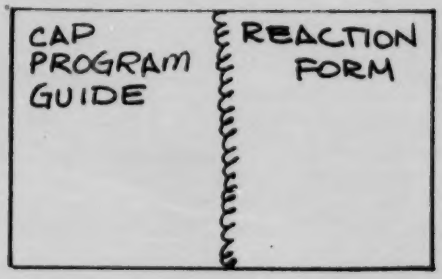
- Attend a school or college of cosmetology.
- Go to a vocational high school that offers a training program in hair styling.

You can get some experience:

- Visit a local hair salon.
- Get a part-time or summer job as a hair washing attendant.
- Apply for a job once you become a licensed hair stylist.

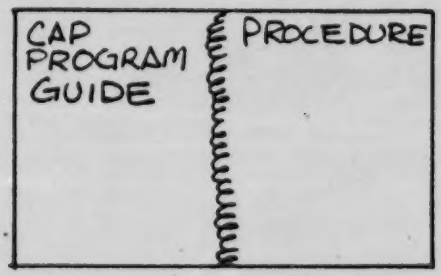
Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Answer the questions on the back of the Hair Stylist sheet.



What Next?

How many occupations have you investigated so far? Turn to the Procedure section of your Program Guide. Find the directions that apply to you.



Enjoy the Career Alert Planning program!

Architect

PERFORM 7

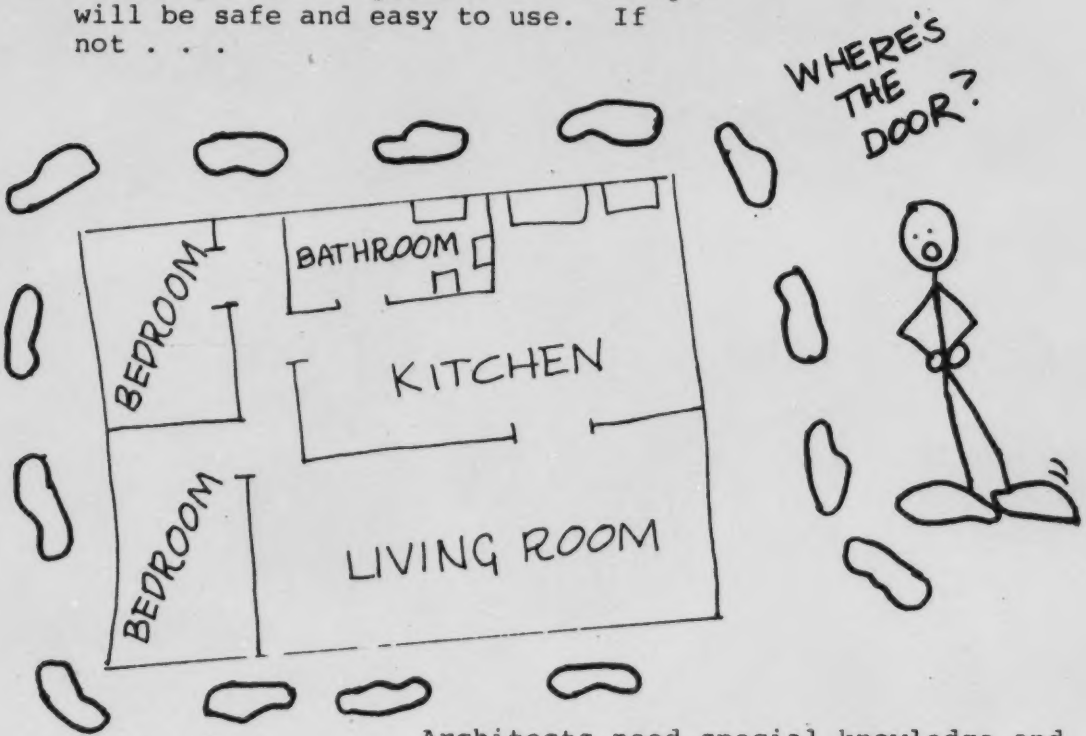
Architects design things like homes, schools, churches, offices, airports, and bridges. They must design these structures so that they are safe and attractive.

People who want to build things come to architects for help. These people are called clients.

An architect must listen very carefully to each client who comes to the office. First, the client tells the architect what he or she wants and needs in a design. Then the architect creates a plan that includes these things and shows it to the client.

If the client likes the plan, the architect makes more detailed drawings. If the client does not like the plan, the architect must change it until the client is happy.

The architect's plan must be neatly and exactly drawn. Builders use such plans when they construct buildings. If the plans are good, the buildings will be safe and easy to use. If not . . .



Architects need special knowledge and skills to perform their responsibilities.

Responsibilities

1. Plan how the structure will look.
2. Discuss with clients the purpose, requirements, and costs of a project.
3. Design floor plans.
4. Prepare drawings showing exact dimensions.
5. Specify building materials.

You will learn more about designing floor plans as you continue your investigation of Architect.

Imagine . . . YOU are an architect.

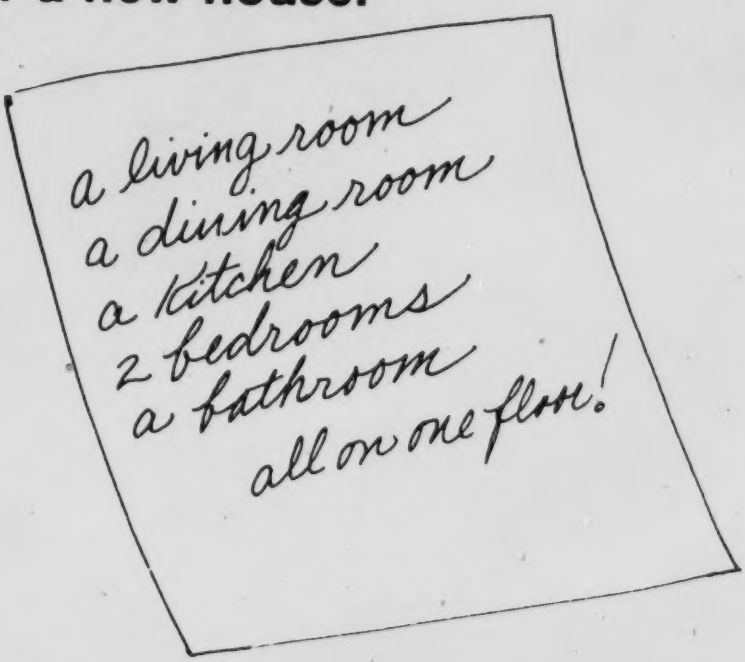
You have a new client. Your client has asked you to design his new home. Before you make the final design, you must plan the best arrangement of rooms. To do this, you will make a floor plan.

Your client wants these rooms in his home:

- -Living room
- -Dining room
- -Kitchen
- -2 bedrooms
- -Bathroom

All of the rooms must be on one floor.

Your task is to design a floor plan for a new house.



This is what you must do:

Find the room sizes

STEP 1.

Get your materials. You will need. . .

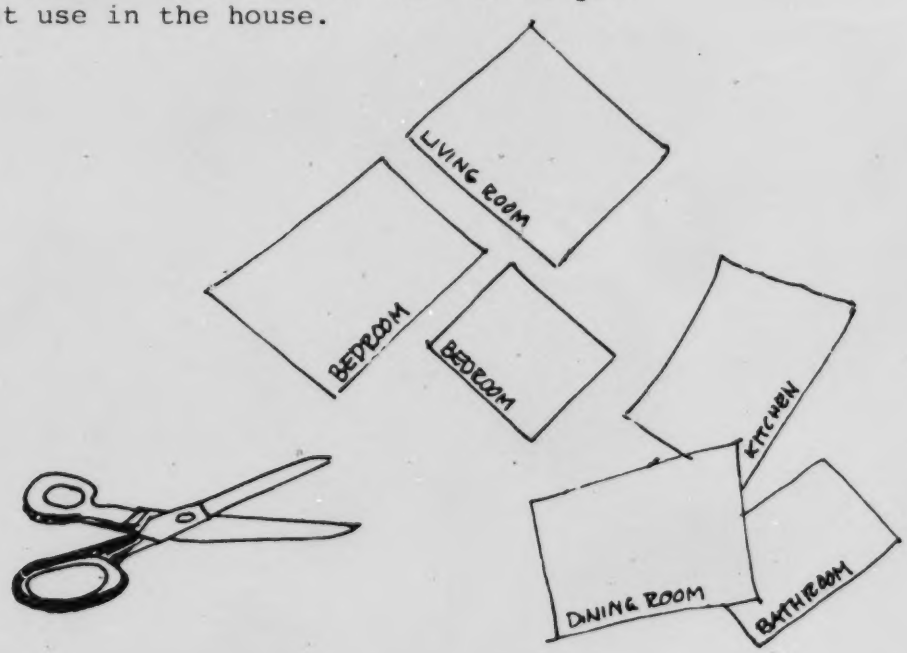
- scissors
- tape or glue
- Worksheet 7, Architect

STEP 2.

Cut out the room shapes.

STEP 3.

Look at the different lengths and widths of rooms. These are the room sizes you must use in the house.



Plan the room arrangement

STEP 1.

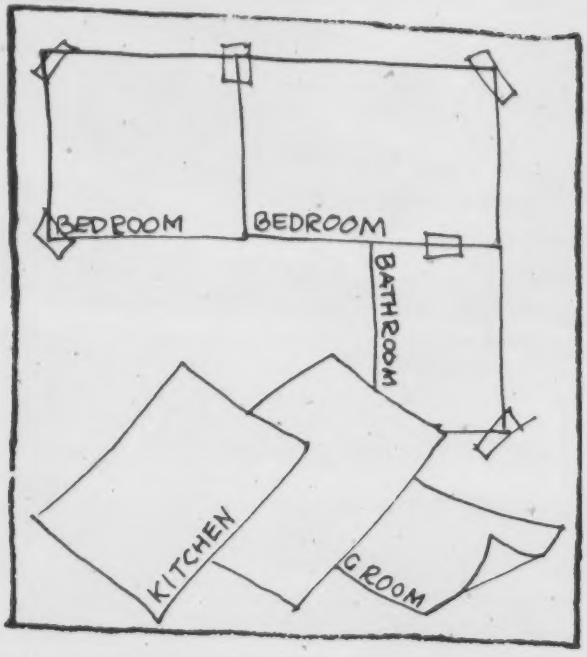
Think about the arrangement.

a. Ask yourself questions like,

   What would it be like to live in this house? What room arrangement would be most comfortable?

b. Plan to keep the living room, dining room, and kitchen close together. This is the "busy" part of the house.

c. Plan to keep the bedrooms and the bathroom together. This is the "quiet" part of the house.



STEP 2.

Place the shapes on a blank sheet of paper. Turn them lots of ways to see how they fit together.

STEP 3.

When you find the arrangement you like best, glue or tape the room shapes to the paper.

Discuss the plan with the client

STEP 1.

Show your plan to the client. Ask a friend to pretend to be your client and to look at the floor plan.

STEP 2.

Ask your client to tell you what he or she likes and dislikes about the plan.

Make changes

STEP 1.

Think about the things your client said.

STEP 2.

Rearrange the rooms so that they agree with the client's wishes.

STEP 3.

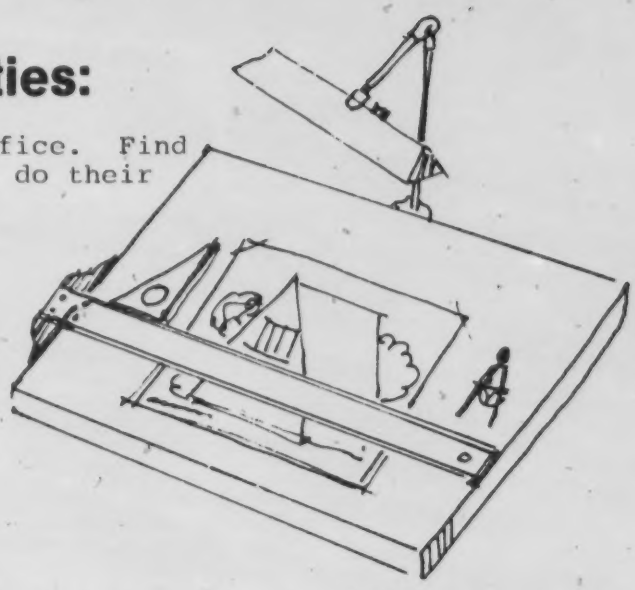
Ask the client to approve your final plan.

Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Find the Architect page. Record your feelings about your interests and abilities in this activity. Return to this page.

Did you enjoy being an architect? Yes? Then here are

Some other activities:



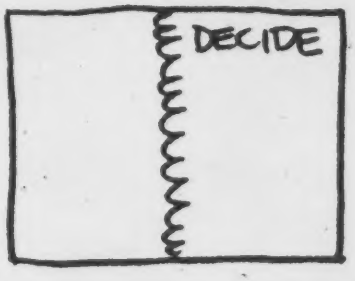
1. Visit an architect's office. Find out more about how they do their job.

2. Look for pictures of buildings, airports, and bridges in magazines. Cut out the designs you like best. Try to find out the architects' names.

3. Go to the library and look at some books on architecture. Read about some famous architects. Find out what their styles are. Start with Buckminster Fuller and Frank Lloyd Wright.

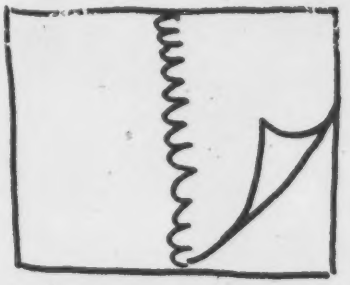
Would you like to find out more about this occupation?

yes ▶ Read DECIDE 7--Architect.



no ▶ Turn to another Arranging occupation:

Occupation 5--Interior Designer
Occupation 6--Hair Stylist
Occupation 8--Florist

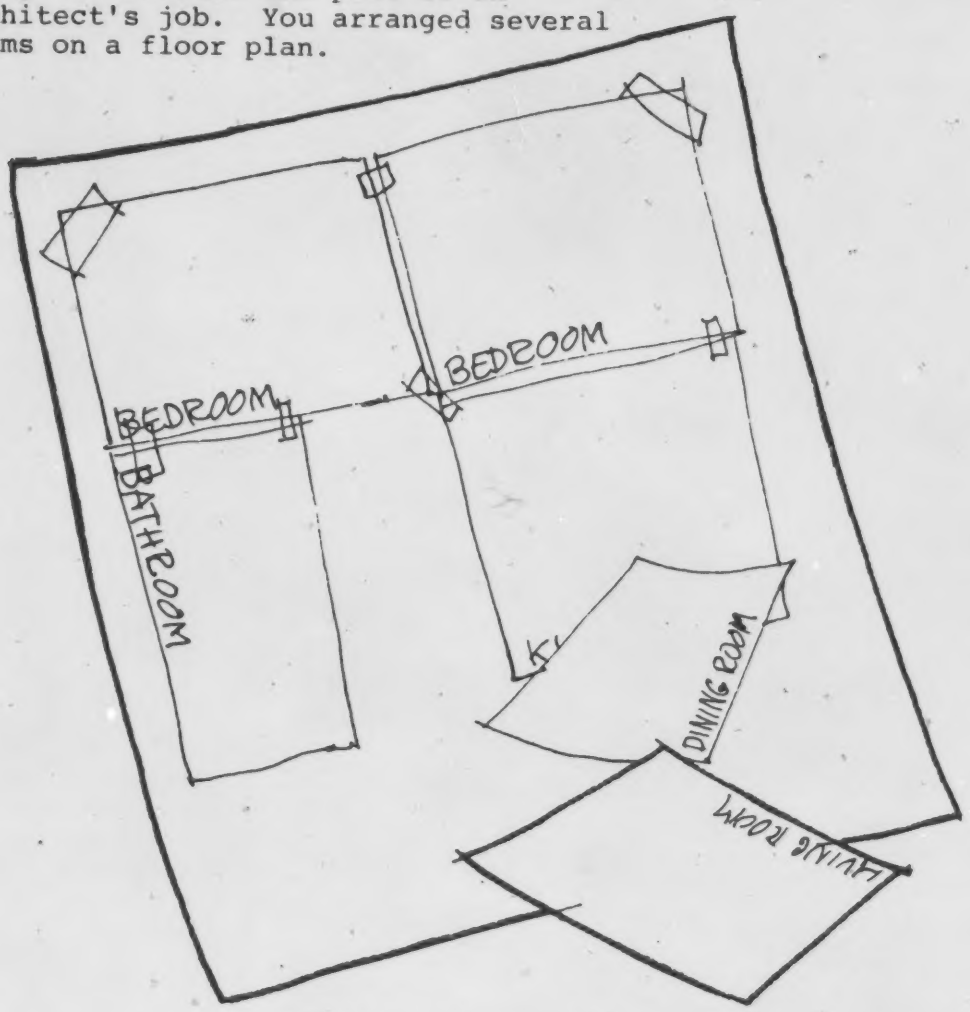


or ▶ Look at the Self-Inventory Chart in your CAP Program Guide. Select another job function to investigate.

Architect

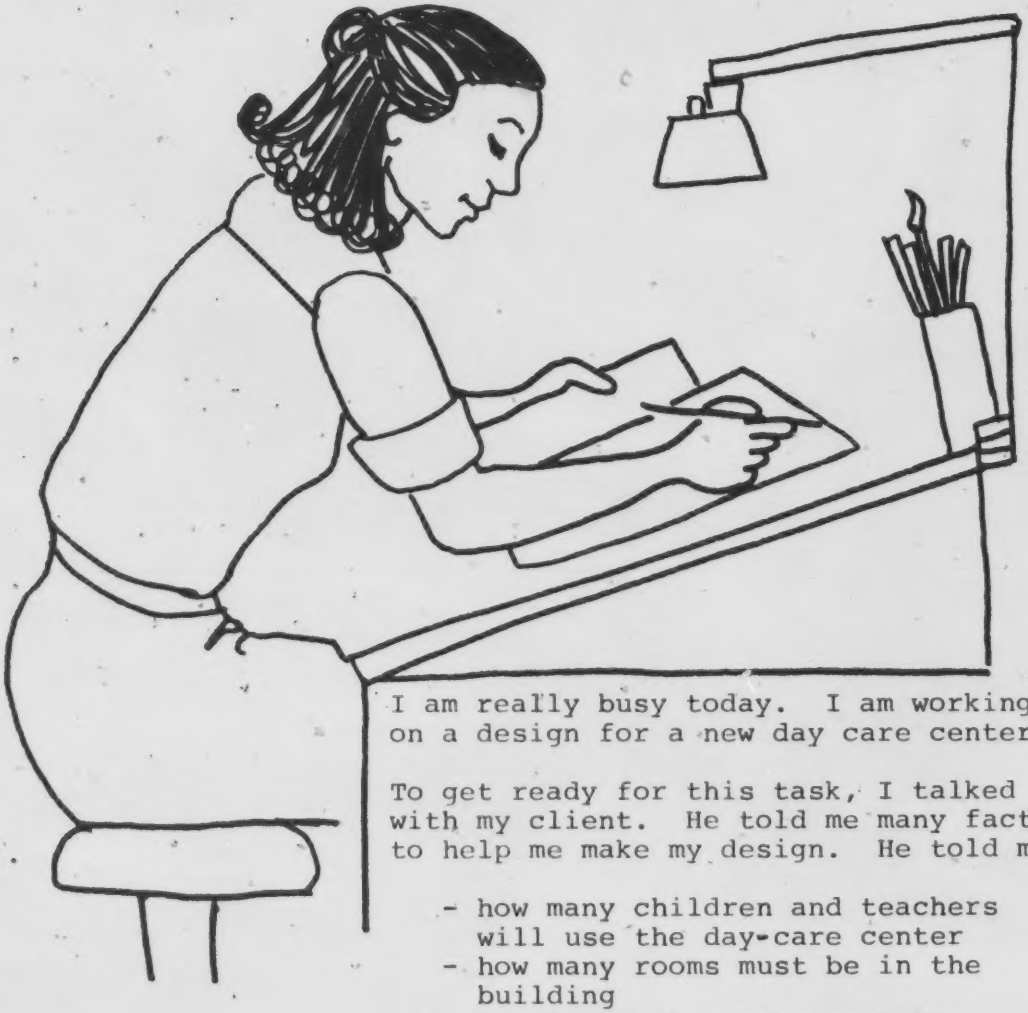
DECIDE 7

You just finished one part of an architect's job. You arranged several rooms on a floor plan.



Making a floor plan is only one part of an architect's job. Architects do much more! In the next pages you will find more about a career in architecture.

Talking with Cynthia Sakama, architect with Brown, Sakama, and Stein, Architects . . .



I am really busy today. I am working on a design for a new day care center.

To get ready for this task, I talked with my client. He told me many facts to help me make my design. He told me . . .

- how many children and teachers will use the day-care center
- how many rooms must be in the building
- how large the rooms must be

After meeting with my client, I thought about how to design the building. I know my client wants parents to feel good about bringing their children into the day-care center. Therefore, I am designing a building that looks cheerful and is safe. I hope my client likes it. I have given this design a lot of thought!

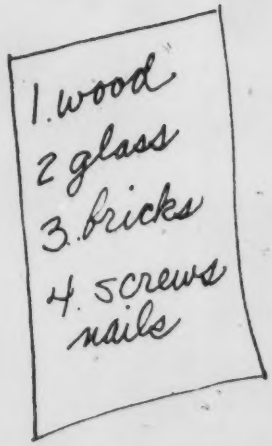
If my client likes my design, I will make a small model of the day-care center. The model will show how the building will look from the outside.

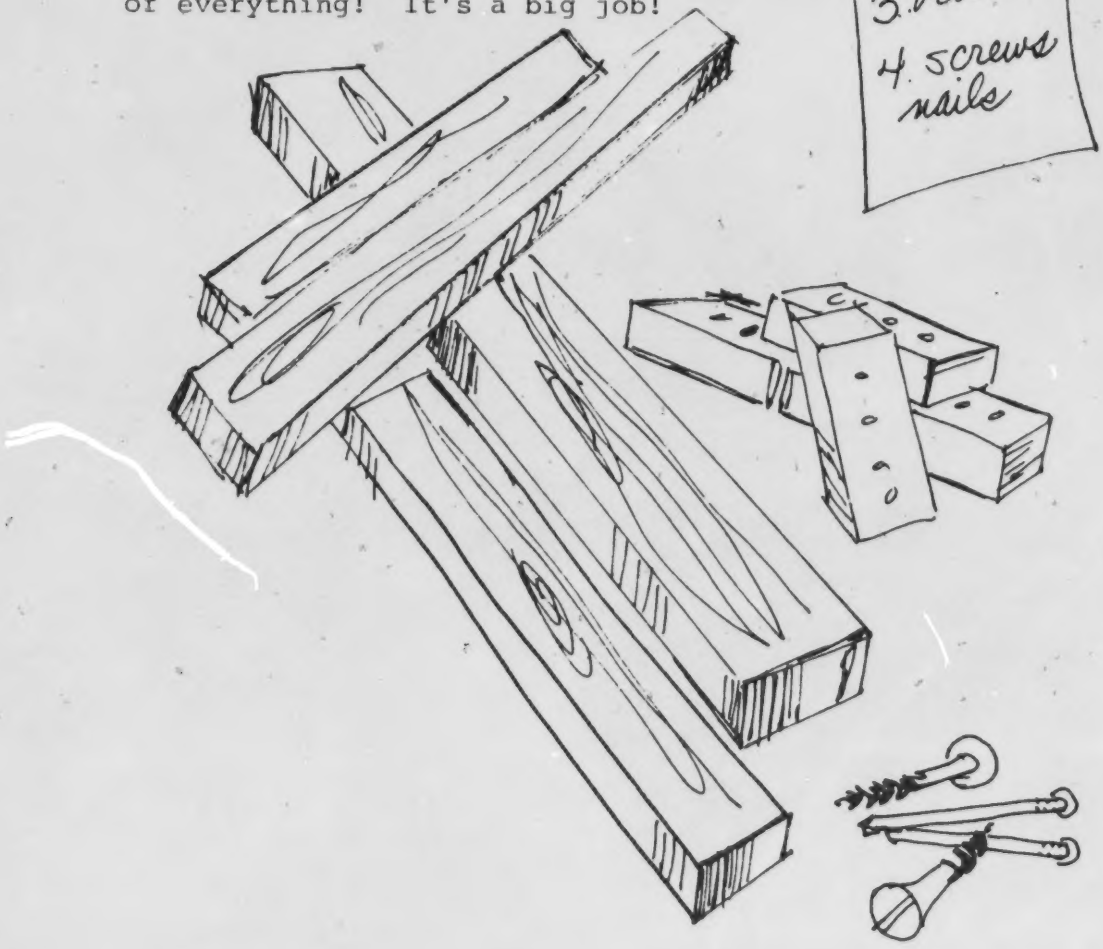
I will also estimate the cost of my design. It takes good math skills to figure out about how much a building will cost. If my client agrees on the cost, we will prepare to build.

First, I make a list of the materials needed to build the center. The list shows the amount and kind of each building material.

wood
glass
concrete
brick
nails

I must know the name, cost, and size of everything! It's a big job!





Next, I hire a contractor to build the center. The contractor buys all the materials on my list. He or she also hires the workers who will build the building.

The contractor supervises the work to make sure the building looks like my plan. He or she makes sure the work is done right . . . And, that it is finished on time!

How did you prepare for your job?

I went to college for 5 years and got a Bachelor of Architecture degree. I took courses in art, graphics, design, engineering, and urban planning. There are many different subjects that an architect must learn.

After college, I worked with an experienced architect for 3 years. I learned a lot by helping design real buildings.

The 5 years of college and 3 years of working prepared me to work on my own. But, before I could do this, I had to pass a test to get a state license. I had to prove I knew all the parts of an architect's job. Once I passed the test, I became licensed to work alone.

What do you like most about your job?

I have always liked art. When I design a building, I use many of my art skills.

I enjoy thinking about how a building will look. I like drawing plans for buildings, too.

Another great part of my job is meeting people! Each person wants a building that is designed especially for him or her. No two clients are exactly the same. So, no two jobs are exactly the same, either!

What do you like least?

Sometimes it is hard to know exactly what my clients want. Therefore, they don't always like my plans.

At times, I feel I have too much to do. I have to please my clients. I have to create good and original designs. I have to finish a lot of work on time. It sure keeps me busy!

Do all architects do the same things that you do?

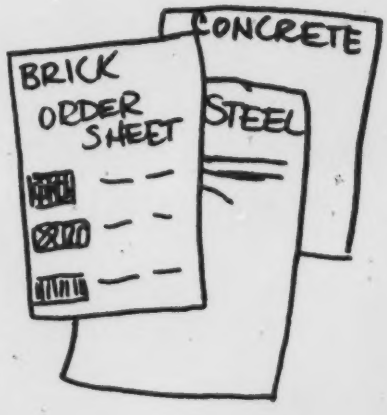
No. I am an experienced architect. Some architects do only one of the tasks I do. This is especially true of beginning architects. These workers may perform as . . .

drafters--people who prepare drawings

or

specification writers--people who list kinds, sizes, and amounts of building materials, and describe how the materials should be used

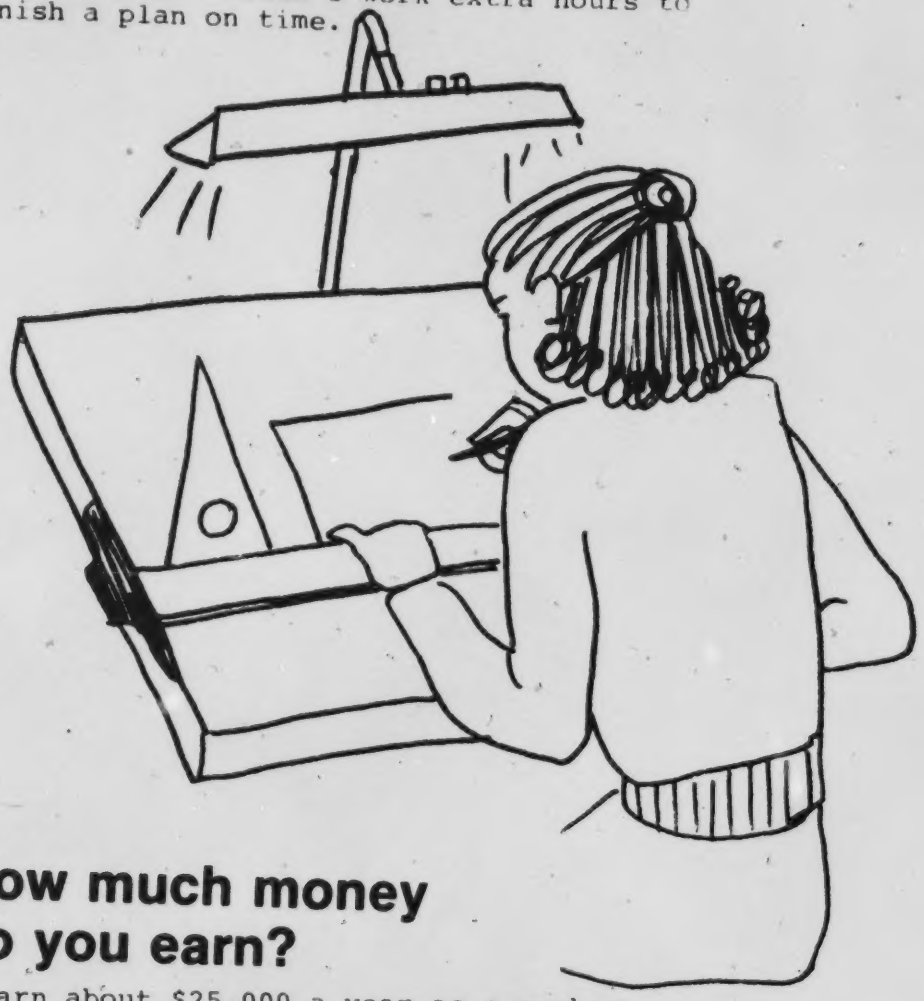
Many times when architects become skilled at one task, they are promoted and given additional responsibility.



Not all architects design buildings. Some design landscapes. These landscape architects must know a lot about trees, plants, and shrubs.

What hours do you work?

I work from 9:00 a.m. to 5:00 p.m., Monday through Friday. Sometimes I work nights and weekends. Often I work extra hours to finish a plan on time.



How much money do you earn?

I earn about $25,000 a year as a member of the architectural firm. Most beginning architects earn about $10,500 However, architects who have many years of experience and who are well-known earn a lot more--well over $40,000 a year. Those who own their own buisnesses have the best chance to make a lot of money. Of course, they could lose a lot, too.

What is the employment outlook?

Architects depend on consumer demand for their services. If people have money to build new homes and offices, architects will be needed. However, if people have little money available for building, architects may face a lot of competition to find the work they want.

One benefit architects have is that many of their skills can be used in other jobs. Skills in art, design, and building technique enable architects to work in related areas of graphic design, advertising, product design, and real estate.

MORE MONEY = MORE PROJECTS FOR ARCHITECTS

Do you want to learn more about this job?

You can get more education:

- Take the following courses in a high school or vocational school.

  Art and Drafting:
  Architects must use art skills. They need to be able to draw plans for other people to follow.

  English and Speech:
  Architects must be able to tell their ideas to clients.

  Mathematics:
  Architects use math to measure things and figure how much things cost.

- Learn about other jobs related to architect. Some of these jobs include. . .

  -drafter
  -landscape architect
  -auto body designer
  -furniture designer

- Get more information about a job in architecture. Write to:

  Architect
  California State Department
  of Employment
  800 Capitol Mall
  Sacramento, California 95814

  Finding Out About Architects
  Science Research Associates
  259 East Erie Street
  Chicago, Illinois 60611

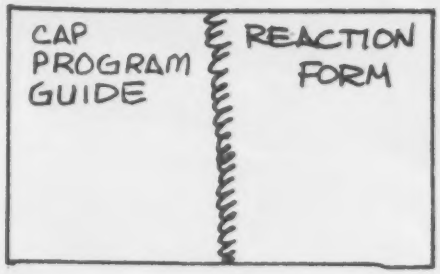
- Attend a college or university offering architecure classes.

You can get some experience:

- Get a summer job with building contractors.
- Visit an architectural company. Talk to architects. Learn what they do each day.
- Apply to be an apprentice at an architect's office.

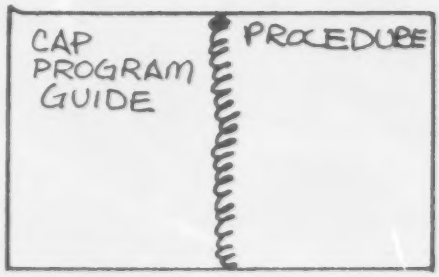
Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Answer the questions on the back of the Architect sheet.



What Next?

How many occupations have you investigated so far? Turn to the Procedure section of your Program Guide. Find the directions that apply to you.



Enjoy the Career Alert Planning program!

Florist

PERFORM 8

My job is to sell plants and flowers. I grow some of the plants and flowers myself. But, I cannot grow everything that I want to sell. So, I order many plants and flowers from other growers. I can order from all parts of the country.

I like to work with plants and flowers. Sometimes I put many kinds of flowers together in a vase. This is called making an arrangement. People buy floral (flower) arrangements to put in their homes. The flowers look very pretty. They smell good, too.

Florists work in shops. They sell plants and flowers for people to enjoy. They want to give people choices of what to buy. So, florists grow, order, and store many kinds of plants and flowers.

Florists have the following responsibilities:

Responsibilities

1. Grow plants and flowers.
2. Sell plants and flowers.
3. Arrange flowers.
4. Order plants and flowers.
5. Store plants and flowers.

You will learn about arranging flowers as you PERFORM the following activity.

Imagine . . . YOU are a florist.

It is a warm spring day. A woman comes into your shop. She asks you to make two floral arrangements. She wants to put one arrangement in a light green living room. The other will go in a light brown or tan kitchen.

Your task is to make floral arrangements for the two rooms.

This is what you must do:

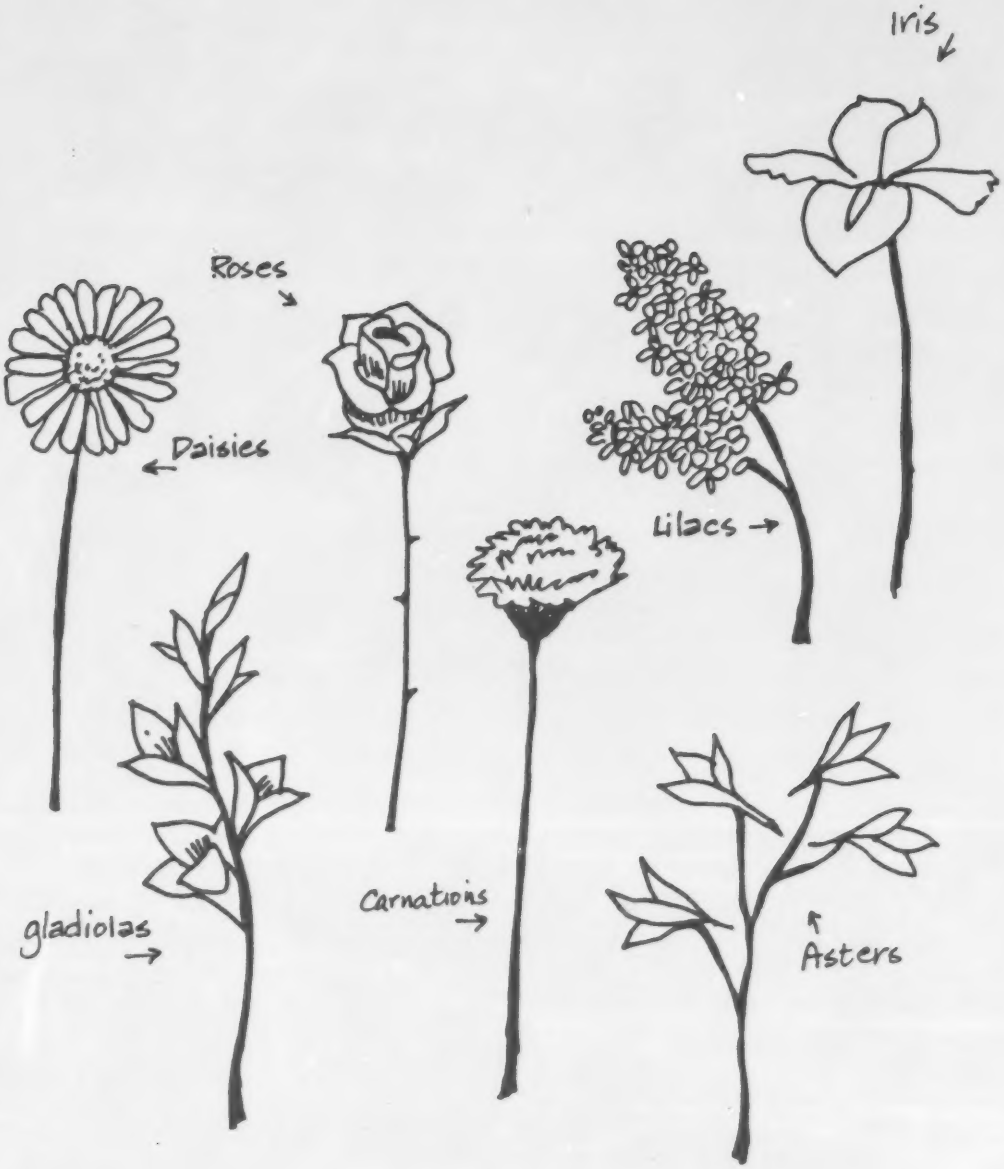
Gather the flowers you have in your shop

STEP 1.

Get the Flowers Worksheet 8a, Florist.
Remove the five pages from the booklet.

STEP 2.

Look at the pictures of spring and early summer flowers. You have all these flowers in your shop.


Iris
Roses
Daisies
Lilacs
gladiolas
Carnations
Asters

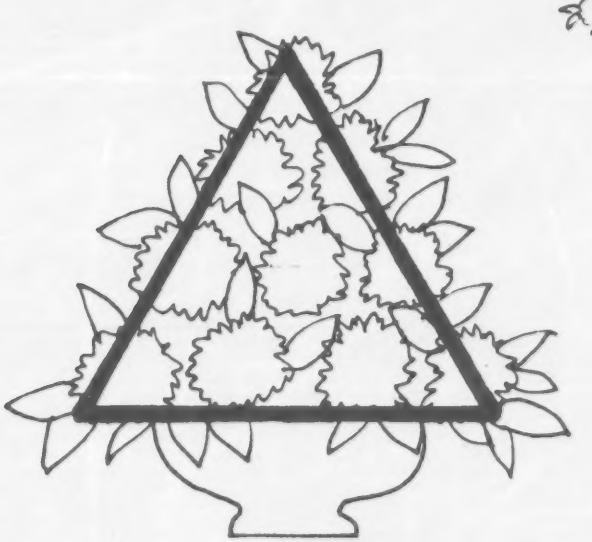
Select a shape to use for each arrangement

STEP 1.

Read about the four shapes you can use. Find out ways you can arrange flowers to get these shapes.

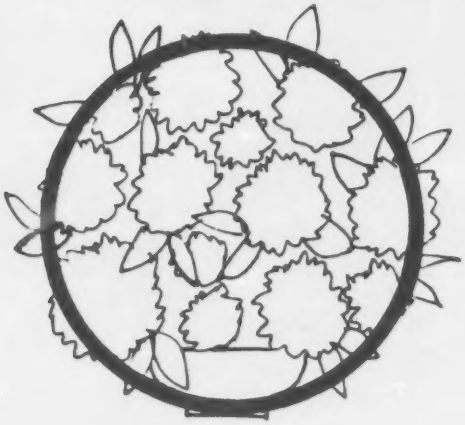
triangle

1. Use tall flowers at the center point ("A").
2. Use tall flowers from bottom center to points "B" and "C".
3. Put big round flowers near the center.
4. Fill in with other flowers and leaves.



circle

1. Use round flowers in this arrangement.
2. Choose many sizes of flowers.
3. Use pointed leaves to add interest.



curve

1. Use tall flowers across the bottom.
2. Keep arrangement low. Use flowers with short stems.
3. Fill in with leaves.

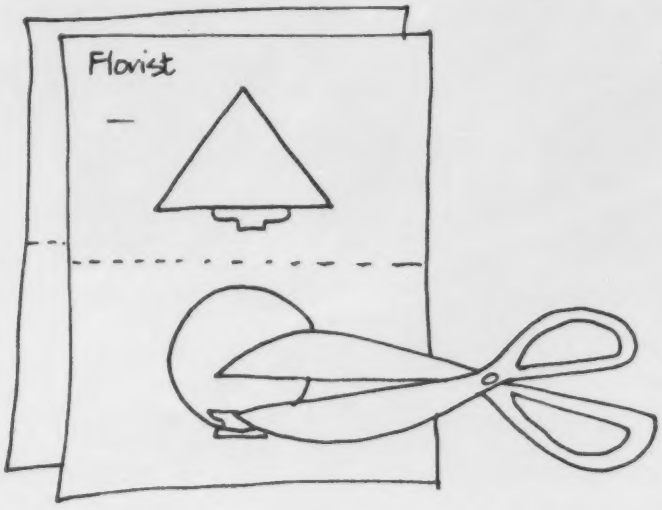
torch

1. Use tall flowers with long stems. Spear-shaped flowers are good.

gladiolas

snap dragons

2. Add tall green grasses and leaves.



STEP 2.

Cut out the shapes you want to use.

a. Get the Shapes Worksheet 8b, Florist. Remove the two pages from the booklet. Get a pair of scissors, too. Cut along the dashed lines on each page.

b. Pick the two shapes you want to use for your arrangements. Put these with the Flowers Worksheets.

Select the colors of flowers you want to use in each room

STEP 1.

Think about the color of each room:

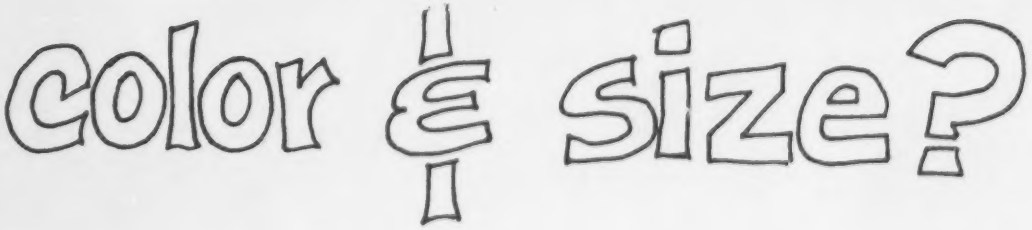
living room--light green
kitchen--light brown or tan

STEP 2.

Look at the Flowers Worksheet. What colors of flowers do you like for each room?

STEP 3.

List the colors to use for each room on a separate sheet of paper.



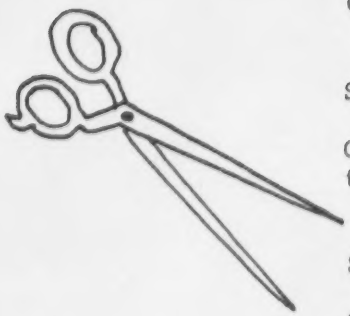
Choose the sizes of flowers you need in each arrangement

STEP 1.

Think about the shapes you picked.
Do you need tall and short flowers?
Or, do you need only tall flowers?
Or only short flowers?

STEP 2.

Go back and read about shapes again.
This will help you to know the sizes to use.



STEP 3.

Get the Flowers Worksheet pages you need.

STEP 4.

Cut out flowers of the size you need for the arrangements.

STEP 5.

Color the flowers the colors you wish.
Use colored pens, pencils, or crayons.

Choose leaves that look good with the flowers

STEP 1.

Look at the leaves page of Worksheet 8c, Florist.

STEP 2.

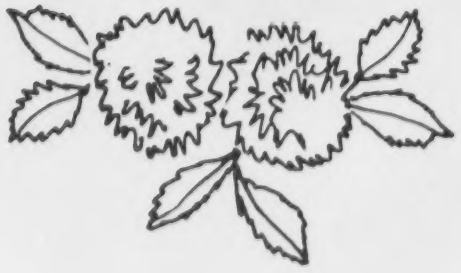
Find the different shapes of leaves.

tall	short
round	pointed

STEP 3.

Pick leaves that look good with the flowers you use. For example,

Pointed leaves look good with round flowers.



Tall flowers need tall leaves.

STEP 4.

Cut out the leaves you need.

STEP 5.

Color the leaves green.

Make the two floral arrangements

STEP 1.

Get the two shapes you picked.

STEP 2.

Arrange the flowers and leaves. Put the flower and leaf pictures on each shape. Move them around. Try many kinds and sizes of flowers and leaves. Think about the colors you chose. Add others if needed.

STEP 3.

Keep working until you like the way each arrangement looks. Then, glue the flowers and leaves onto the shapes pages.

Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Find the Florist page. Record your feelings about your interests and abilities in this activity. Return to this page.

Did you enjoy being a florist?
Yes? Then here are

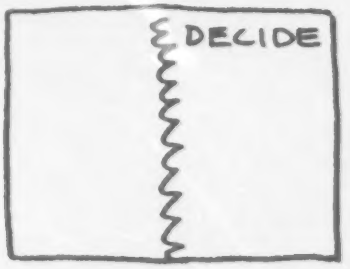
Some other activities:

1. Get wild flowers, weeds, and tall grasses. Make an arrangement for your bedroom. Think about the colors and kinds of flowers you like.

2. Visit a florist's shop. Ask if you can watch as flowers are arranged. Find out what the florist likes about the job. Is there anything the florist doesn't like?

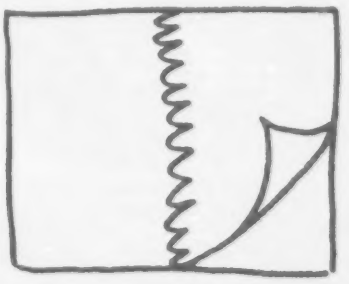
Would you like to find out more about this occupation?

yes ▶ Read DECIDE 8--Florist.



no ▶ Turn to another Arranging occupation.

Occupation 5--Interior Designer
Occupation 6--Hair Stylist
Occupation 7--Architect



or ▶ Look at the Self-Inventory Chart in your CAP Program Guide. Select another job function to investigate.

Florist

DECIDE 8

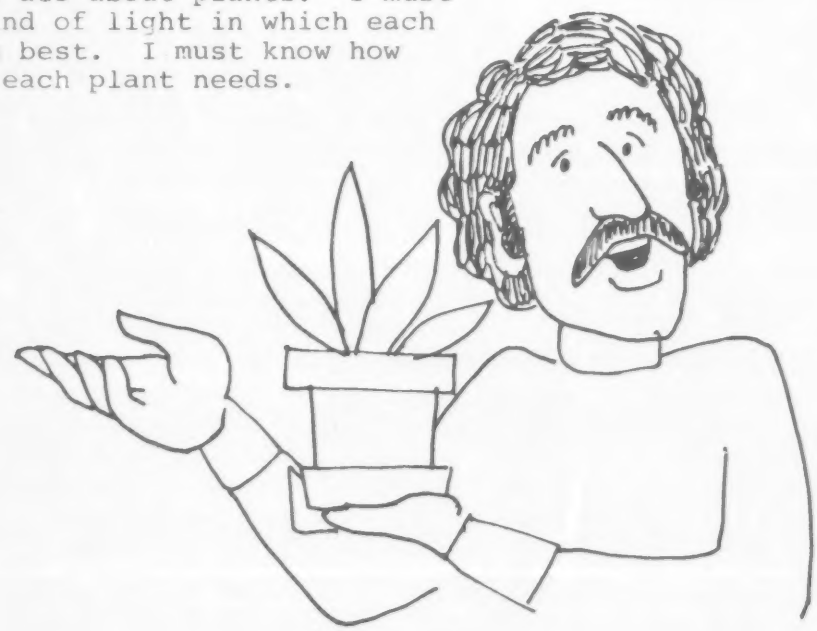
You have just done one of the things many florists do. You made floral arrangements for a customer.

Florists do much more. In the next pages, you will find out more about a career as a florist.

Talking with Frank Hilmer, florist . . .

I own a small florist shop. I sell many kinds of plants, cut flowers, and floral arrangements. But I do other things, too!

I arrange planters. I put plants and soil into pots or other containers. I must know all about plants. I must know the kind of light in which each plant grows best. I must know how much water each plant needs.



I have other duties, too. I do special arrangements for weddings, birthdays, and holidays like Christmas and Easter. I deliver plants and flowers to the people who order them.

How did you prepare for your job?

I was lucky! I got a part-time job while I was in high school. Our florist was very busy during the Christmas holiday. He hired me to help him. I cleaned up the shop and delivered orders.

I learned a lot about flowers and plants, too. I learned how to care for them. Also, I learned how to do simple arrangements. Most of all, I learned how to help people choose the right kinds of flowers or arrangements to buy.

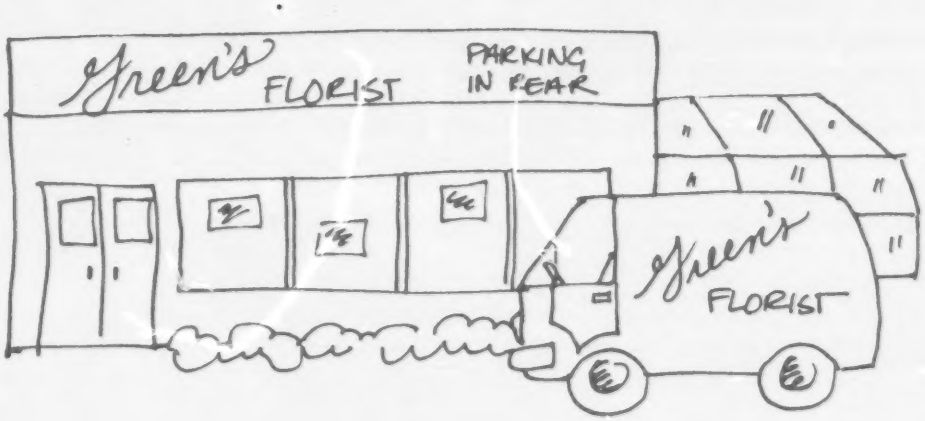
Once I finished high school, I worked full time in the shop. I learned a lot from the shop manager. He taught me how to do some very tricky floral arrangements. I wanted to learn even more.

I went to our junior college. I took a few courses in floral arrangement. I also took courses in flower marketing and shop management. These courses helped me learn how to run a shop. A florist must know about so many things!

Do all florists do the same things that you do?

No, my shop is small. I order most of the plants and flowers that I sell. I also do most of the jobs: make floral arrangements, pot plants, and deliver orders.

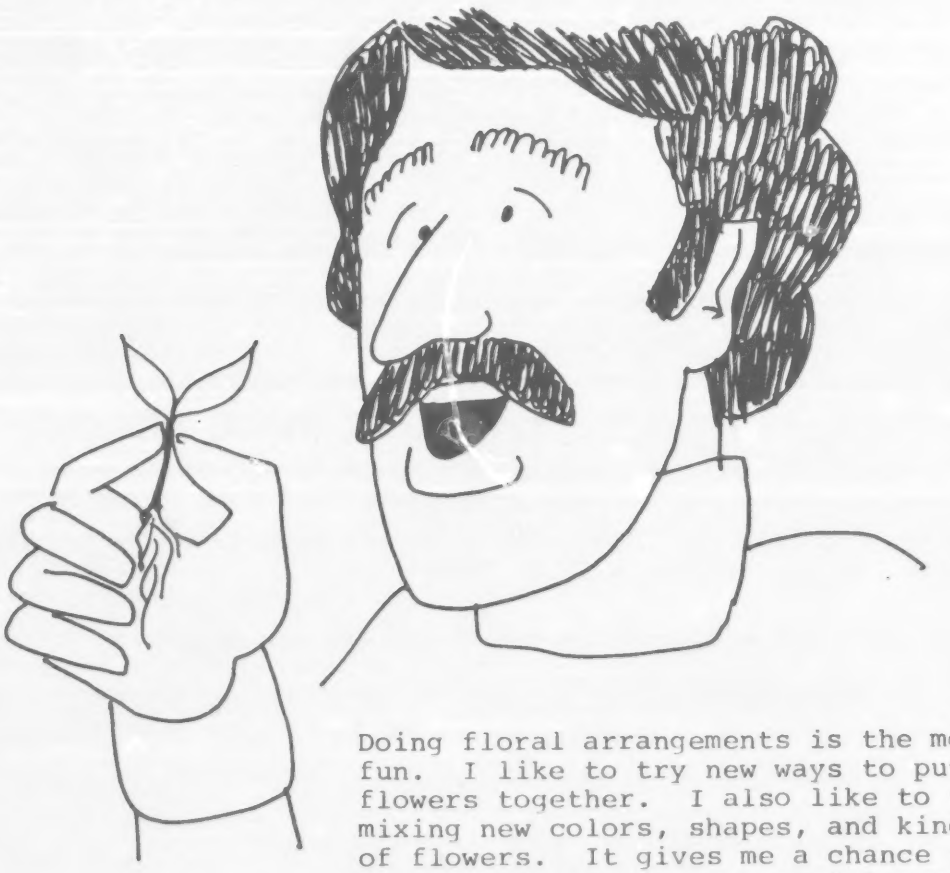
Some florists own big shops. They sell many, many plants and flowers. They must have greater numbers of plants and flowers in their shops. Ordering and arranging these plants and flowers takes much of their time.



These florists have many people working for them. They have workers do some of the jobs: grow plants, deliver orders, cut flowers, take telephone orders, help customers.

What do you like most about your job?

I like working with plant life. I put tender, young plants into soil. I care for them so they will become big, strong plants. It is nice to know that I am helping something live and grow.



Doing floral arrangements is the most fun. I like to try new ways to put flowers together. I also like to try mixing new colors, shapes, and kinds of flowers. It gives me a chance to do something in my own special way.

What do you like least?

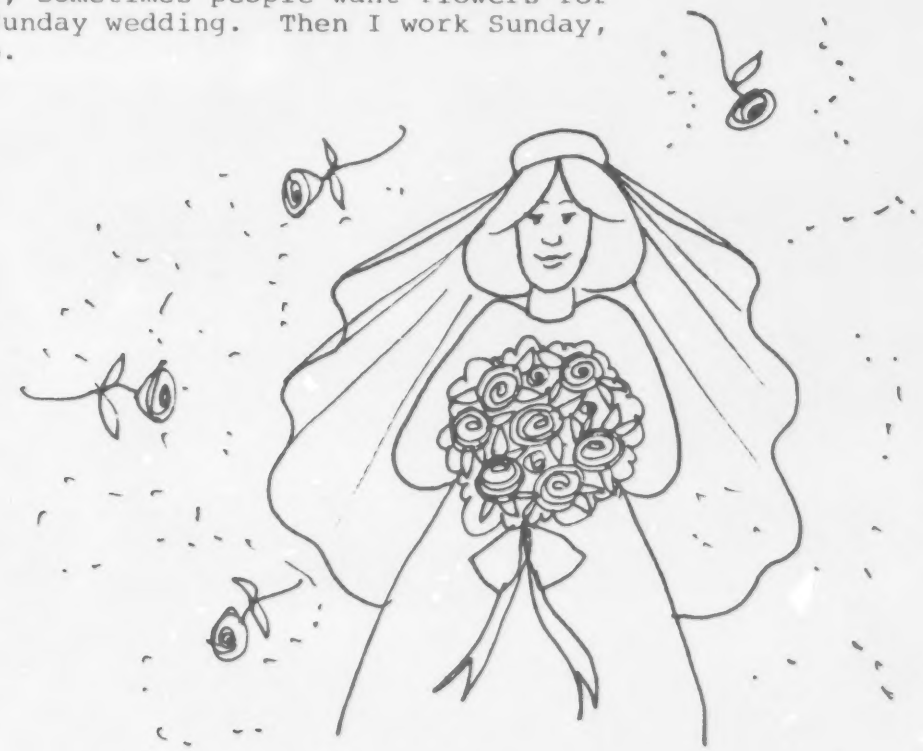
I don't like being rushed! I like to take my time doing each job. I like to think about new and better ways to do things.

But, sometimes I don't have time! Holidays are very busy times. Many, many people want flowers, corsages, and arrangements. I don't want anyone to go without the flowers they want. So, I have to hurry to get everything done. Then I am too busy!

What hours do you work?

Most of the time I work eight hours a day. I work from 8:30 to 5:30. But, during holidays and other busy times I work more hours.

My shop is open Monday through Saturday. But, sometimes people want flowers for a Sunday wedding. Then I work Sunday, too.

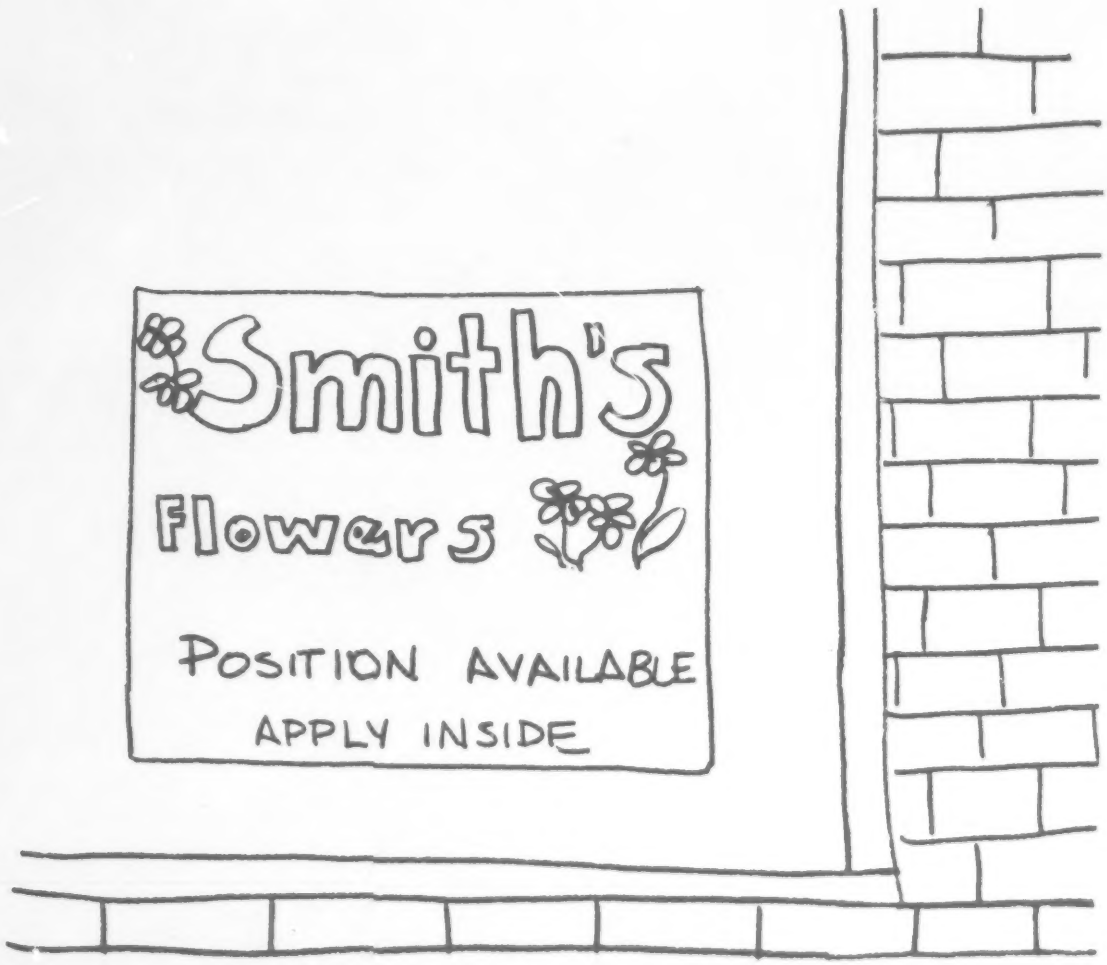


How much money do you earn?

Florists who do arrangements can earn from $7,000 to $14,000 a year. Those with the most experience and skill earn the most money. Shop owners can earn much more money. They must be very good managers and sell lots of flowers and plants!

What is the employment outlook?

Florists can expect to find good opportunities for employment. The person who has artistic skills, creative ability, and a cooperative attitude will have the most success in finding work. While a high school diploma is not required, basic speaking, writing, and math skills are needed to answer phone requests and to prepare customers' bills.



Do you want to learn more about this job?

You can get more education:

- Take the following courses in high school or vocational school.

  Art:
  Florists must know how to arrange things to look nice. They must know what colors look good together.

  Math:
  Florists use math to figure numbers of flowers to order. They use math to figure customers' bills.

  Science:
  Florists need to know about plant life. They must know the best ways to grow plants.

- Attend a college or junior college. Take courses in art design and in bookkeeping and management. You do not need a college degree to work as a florist. But, extra knowledge is helpful.

- Go to the library and read about floral arranging. You can read about plants and flowers, too.

- Learn about other jobs related to florist, such as . . .

  -grower
  -shop manager
  -driver

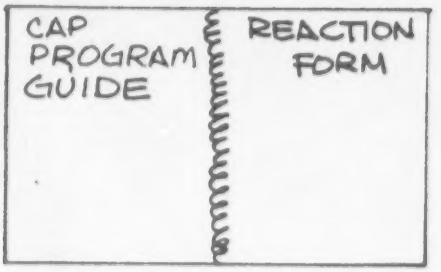
You can get some experience:

- Visit a florist shop. Ask to watch what the florist does.

- Work in a florist shop to get experience and to learn from other florists.

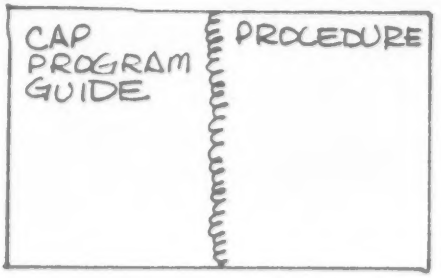
Now . . .

Turn to the Arranging Reaction Form in your Program Guide. Answer the questions on the back of the Florist sheet.



What Next?

How many occupations have you investigated so far? Turn to the Procedure section of your Program Guide. Find the directions that apply to you.



Enjoy the Career Alert Planning program!